

BOARD OF SUPERVISORS

Brown County

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, October 27, 2014
Approx. 6:15 p.m. (To follow Land Con Mtg)
Room 161, Ag & Extension Service Center
1150 Bellevue Street

**** PLEASE BRING BUDGET BOOK ****
(Combined budget & regular meeting)

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 22, 2014.

BUDGET REVIEW

REVIEW OF 2015 DEPARTMENT BUDGETS:

1. **Public Works** (Highway, County Roads & Bridges, Facility Management)
- Review of 2015 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2015 Budget Process (Public Works).
2. **Register of Deeds** - Review of 2015 department budget.
 - a. Resolution re: Approving New or Deleted Positions during the 2015 Budget Process (Register of Deeds).
3. **Planning & Land Services** (Land Information, Planning Commission, Property Listing & Zoning)
- Review of 2015 department budgets.
4. **Port and Resource Recovery** - Review of 2015 department budget.
5. **Airport** - Review of 2015 department budget.
6. **U.W. Extension** - Review of 2015 department budget.

NON-BUDGET ITEMS

7. Review minutes of:
 - a. Harbor Commission (September 8, 2014).
 - b. Revolving Loan Fund Committee (May 28, 2014).
 - c. Solid Waste Board (July 21, 2014).

Communications

8. Communication from Supervisor Zima re: A request that Planning, Development & Transportation Committee and the County Board consider providing \$20,000 to fund the final year of a three year project to complete the La Baye website project involving the "Timeline of History" portion of the website specific to Brown County History. *Referred from October County Board.*

Register of Deeds

9. Budget Status Financial Report for September, 2014.
10. Third Quarter request for payment for the La Baye Project.

Planning and Land Services

Land Information (no items)

Planning Commission

11. Update regarding development of the Brown County Farm Property – standing item.
12. Budget Status Financial Report for September, 2014.
13. **Property Listing** - Budget Status Financial Report for September, 2014.
Zoning - Budget Status Financial Report for September, 2014.

Airport

14. Budget Status Financial Report for September, 2014.
15. Director's Report.

Port and Resource Recovery

16. Port Area-Budget Status Financial Reports for September, 2014.
17. Resource Recovery Area-Budget Status Financial Report for September, 2014.
18. South Landfill/Resource Recovery Park.
 - a. Options Analysis.
 - b. Procedure for Review of Unsolicited Proposals.
19. Solid Waste Agreement Extension.
20. Food Waste & Organic Drop-off Collection Program.
21. Director's Report

Public Works

22. Ordinance Dealing with Revision of Speed Zone on CTH FF, Village of Howard.
23. Summary of Operations.
24. Director's Report.
25. Possible discussion regarding Brown County Health Department facility – Standing Item. *October motion: For Administration and Facilities to update on the overall Facility Plan with possible relocation ideas and have a recommendation for the Health Department.*

U.W. Extension – No regular agenda items.

Other

26. Audit of bills.
27. Such other matters as authorized by law.

Bernie Erickson, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Attachments

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, September 22, 2014 at the Duck Creek Public Works Department, 2198 Glendale Avenue, Green Bay, Wisconsin.

Present: Chair Bernie Erickson, Supervisors Tom Sieber, Supervisor Dantine, Supervisor Dave Kaster, Supervisor Landwehr

Also Present: Tom Miller, Judy Knudsen, Paul Van Noie, Paul Fontecchio, Bob Bousley, Jeff Oudeans, Chad Weininger, Executive Streckenbach and other interested parties.

I. Call Meeting to Order.

Meeting was called to order by Supervisor Bernie Erickson at 6:16 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

III. Approve/Modify Minutes of August 25, 2014.

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

1. Review minutes of:

- a. Harbor Commission (July 21, 2014).
- b. Planning Commission Board of Directors (June 4, 2014).
- c. Planning Commission Board of Directors Transportation Subcommittee (April 22, 2014).
- d. Transportation Coordinating Committee (June 9, 2014).

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to suspend the rules and take Items 1a-d together. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file Items 1a-d. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Comments from the Public

Advance

2. Quarterly Report from Advance Business – Lisa Harmann.

Ms. Harmann provided a handout re: Brown County Economic Development Task Force Annual Update and briefly went through Advance's Efforts related to Airport Development, Beneficial Re-Use of Waste Stream, Port/Rail Development and Phosphorus Reduction in Lower Fox with the committee. All info discussed was included in the attachment.

Harmann added that Advance had been a partner in the business research park and that project moving forward. They will continue to be an advocate for that and support it.

Harmann informed that Advance was the Administrator to Brown County's revolving Loan Fund and within their past fiscal year they had brought four loans to committee totaling \$810,000. Two of those loans were approved, one denied and one pending. They took care of all of the marketing, the inquiries coming in, the processing, the underwriting, loan closing and all of the follow-up that took place after that.

Lastly, Harmann provided a handout (attached) re: the total Advance program economic impact numbers of the four components: Advance Business and Manufacturing Center Incubator, Brown County Culinary Kitchen, Advance Microloan and the Brown County Revolving Loan Programs. Last year they were at \$68M and they continue to see an increase.

Erickson suggested with regard to port/rail development, Ashley Furniture was one of the largest importers by ship, they had a large manufacturing bay as well, he felt they should be contacted. There were a couple of hardwood floor manufacturers in Northern Wisconsin that make approximately three quarters of the hardwood flooring in the nation, it may be something they should look into. With regard to the Revolving Loan Program, Metjet was in arrears due to their bankruptcy; however they fully paid off their loan today as well as the attorneys.

Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Communications

3. **Communication from County Board Vice Chairman Lund re: For the fees for the Fox River Trail System be looked at by the Planning, Development & Transportation Committee.**

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to refer to Ed & Rec. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. **Communication from Supervisor Kaster re: Consider a more appropriate marker for the Potter's Field on Curry Lane. *Referred from September County Board.***
 - a. **Request for funds for sign at cemetery on County property between Community Treatment Center and Brown County Jail. *Referred back to committee as per the County Board on 9/17/2014.***

Erickson informed that this was an initial request for \$2,000, last month PD&T approved it to move on to staff. Some members received emails that it had accelerated to \$5,000 and there was a lot of confusion/miscommunication.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUS

Alan Jauquet – 1275 Grignon St., GB & Post Commander Bellevue VFW Post 9677

Jauquet referred to an article in the Green Bay Press Gazette (attached) and passed around a copy of the costs and permits to the committee. He informed that right now the costs were approximately \$5,200. They originally had an estimate of \$2,000 but by the time they had their permits ready to go their contractors backed out. In the beginning their costs were \$10,000 but had them reduced to \$2,000 because most of the people that they were working with were volunteering their time and in some cases their materials. They still had some volunteers but for the most part, they had some things reduced but basically \$5,200 was what they were looking at for cost. They had done some donation requests; there was an article in the paper on Potters Field which generated some grassroots donations. They were at about \$800.

Oudeans informed that they basically didn't have a number and their estimate was around \$3,000; pulling wire and lights for the signage.

Jauquet informed that their problem was that they got desperate for a mason. They found a retired gentleman who offered his time on the weekends and evenings. All of their masons explained they were too busy and didn't want the project. Originally they said they would do it for free.

Supervisor Zima questioned the cost to maintain Potter's Field, Jauquet informed that they didn't keep track of it but guessed it was probably around \$500, which covered flags and flowers, that didn't cover the labor. They used to mow the lawn but the county had graciously taken over because the gentleman that took care of Potter's Field was almost 90 years old. He still maintained the flowerbed and watered everything. The Post over the last 20 years had been helping the county maintain it. They keep it as nice as they could. With regard to a dollar amount Jauquet informed that he had been trying to tell their potential donors that they'd like to be about \$1,000 over their target as they wanted to be able to gradually improve Potter's Field, placing plaques identifying who the 296 people were and another plaque that identified the history of the site. They would like to eventually put some dividers out there and mulch where the gravestones so it looked nicer and gave it a little dignity that the cemetery hadn't had in the past.

Potter's Field had been closed since 1973 and was listed as Brown County's.

Kaster questioned if they had identified any veterans, Jauquet informed that they had been doing a lot of research to try to determine that but haven't been successful to date. As a Post they had their military honors at approximately five or six different cemeteries on Memorial Day and they did Potter's Field with the assumption that there were veterans there from WWI, WWII that weren't treated properly in those days. They had a name on 280 that were buried of 296, the rest were unknown.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber for Brown County to provide \$5,200 for the monument at the county Potter's Field from the Facilities budget otherwise the General Fund. Vote taken. MOTION CARRIED UNANIMOUSLY.

Port & Resource Recovery

5. **BOW Understandings for a Recycling Compactor Installed at Brown County Recycling Transfer Station.**

Port & Resource Recovery Director Dean Haen referred to the letter of understanding and policy guidelines in the agenda packet. Both items were recommended to be signed by the Solid Waste Board and had been fully executed by all three parties; Brown County Port & Resource Recovery Department, Outagamie County Recycling & Solid Waste Board and Winnebago County Solid Waste Department.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. **South Landfill/Resource Recovery Park Project.**

Haen informed that they had retained Foth through an RFP process, Foth had begun work. The first deliverable was the guiding principles that were attached in their agenda packet. Haen informed that one of the principles that were agreed to by staff and Foth was the mention of integrating it into the agricultural community.

The other components that would be forthcoming, which will be shared each month, would be a write up on their south landfill looking at their plan of operation as well as their host community agreement making sure that there were no issues with that. They knew of one issue that was there, they believed their landfill was in the easement of power lines that ran along the property so they will have to shift the landfill a little bit. That was not a little task but as long as they weren't changing the size of the landfill, its capacity, it should be considered a minor boundary modification and won't open up a permitting issue.

On the Resource Recovery side, one of the other deliverables, Foth were providing solicited and unsolicited means of reviewing proposals. They need to make sure that both the solicited and unsolicited were good business decisions, they wanted to have good public private partnerships on that property and this will be one of the deliverables to help them through that process.

This project was targeted to be completed by the end of the year; to have their Resource Recovery Park designed and the landfill, if necessary, redesigned by then.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. **Director's Report.**

Haen referred to the Director's Report in the agenda packet and spoke to the following items:

- **Cat Island Project:** Haen shared that the material being placed at Cat Island, to date, will hit almost 400,000 cubic yards which was way more than originally projected. The sand that was in the island was clean pure white sand, which could open up opportunities. They had sent the sand in for physical and chemical testing and didn't have results back yet. The project was fairing far better than expected.
- **Renard Island:** On September 12th the Corps of Engineers informed that Brown County needed to seek a permanent easement from the City of Green Bay across Sauk Road or potential loss of funds (causeway modifications and culvert). They had a 10-year easement with the city already that had approx. 6 years left. Haen believed that they may not need an easement because no one can intentionally deny you access to your property plus they had been good partners and in good faith moving toward closure of the island. Brown County questioned the necessity and timing of this notice as the federal fiscal year ended September 30, 2014. They were working diligently to try and figure out how to proceed. They drafted an easement, which satisfied the Corps to date.
- **Environmental Dredging in the Port Area:** The Fox River Clean-up project had entered the Port area and coordination and cooperation between all parties will be critical to the success of the project and uninterrupted operations of the Port until 2017.
- **Consideration of a Land Lease and Power Sale Agreement at the East Landfill:**
Staff was working with a company that had approached Brown County interested in utilizing the Gas-To-Energy facility capacity and remaining 4-years of their Power Purchase Agreement. They were interested in two pilot projects, dealing with animal manure and dealing with organics. Haen informed that they will continue to gather information and see if something could be worked out. There were issues and concerns to work out.

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- **Brown County Hauling Contract for Fox River Fiber Material:** The existing contractor had breached the contract. Brown County had secured a secondary contractor to fulfill the contract obligations. Discussions were being held with Fox River Fiber Company regarding the future of the contract and disposal of the material as alternative daily cover material at the BOW landfill.
- **Organic Drop-off Collection Program:** Staff was working on establishing two collections locations for household to drop-off organics. The locations will be at the recycling transfer station and the solid waste transfer station during normal operating hours. Fencing and signage will be installed. A virtual store will be established www.browncountyrecycling.org for selling of compostable bags. An educational effort will roll out announcing the additional service weeks in advance of kick-off.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Airport

8. **Director's Report.**

Miller reported on the following:

- August, 2014 Airport financials were provided (attached). Their expenses were still running about \$1M below the budget year to date. Airport revenue with the exception of the capital contributions was pretty close to budget if not running ahead. They were in pretty good shape for what they anticipated for the year. Passenger traffic continued to increase. Through the end of August they were up 2.4%.
- Airport Director Tom Miller informed that there were 1,811 runners for the Run the Runway Prevea 5K. There were 200+ spectators that watched the run/walk and 250 volunteers that participated in the event. It went very well! Wounded Warriors program will receive a nice donation from this event. They were looking forward to starting work on next year's event, probably next month. They anticipate well over 2,000 participants for next year.
- Ground breaking on the international arrivals terminal will take place in the next two weeks. They were looking at a week from today as a tentative date. Committee members will receive appropriate invitations for the ceremony.
- They were repurposing the old Aircraft Rescue and Firefighting facility, east of the terminal will be remodeled into the customs facility. That work should be finished by next July and will be opened for use at that time.
- Miller informed that he had a meeting with the rental car companies today with regard to the RFQ for the next five years for those who will participate at the airport. There had been good discussions with them on the upcoming contracts. Questions will be taken through October 1st and the notice of award by the end of October. Miller informed that they were looking at adjustments to all the facets of the operation, not just singling out the rental car companies. From the fuel flowage fee that was put in place in July, the ground rental rates, the ground was appraised and reevaluated and those tenants that leased ground from them saw their rates go up. Farmland rates had increase for 2015; farmers had all signed their lease agreements and were moving forward. The revenue that they were looking for from the rental car companies had been put into the agreement and into the budget for 2015. They were proceeding ahead with the financial resolution to keep them sustainable on into the future.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

UW-Extension

9. **Budget Status Financial Report for August, 2014.**

August, 2014 UW Extension financials were provided (attached). UW-Extension Director Judy Knudsen informed that they were pretty much on course for their financial status report.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. Director's Report.

Knudsen reported on the following:

- Wisconsin 4-H Youth Development brochure was provided (attached). They were celebrating their centennial this year nationally. They did most of their centennial events during the fair. The brochure will be used to promote their afterschool 4-H Program. They will be in 10 Green Bay area elementary schools this fall. Doing a lot of science based programming for kids; they knew that was a weakness.
- They had their silage dry down on Thursday at Country Visions.
- They were working on a community food challenge which was a new simulation to take the place of the poverty simulation that they had been doing for a number of years. They will be piloting it tomorrow and had several scheduled this fall.
- They had training tomorrow for local municipal foresters on tree issues. This was an opportunity for them to do a day worth of training.
- They recently wrote and co-submitted a couple grants with Brown County United Way to focus on health and wellness issues in the county. With one of the grants the Brown County Health department was a partner as well. They were looking forward to creating some common outcomes to show things were changing for the better within the community.
- Referring to a handout in the agenda packet, there was a copy of a 133 Contract, the contract between UW-Extension and Brown County. The Risk Manager asked that they bring it forward to make the board aware that the contract had been signed and will be forwarded onto the UW-Extension on the UW-Madison campus. The money was in their budget for next year and this was a longstanding contract where the county contributed 40% of salary and fringes for the Extension Educators and the state contributed 60%.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Planning and Land Services

Land Information (No items)

Planning Commission

11. Update regarding development of the Brown County Farm property – standing item.
12. Budget Status Financial Report for August, 2014.
13. Property Listing - Budget Status Financial Report for August, 2014.
14. Zoning - Budget Status Financial Report for August, 2014.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to suspend the rules and take Items 11-14. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file Items 11-14. Vote taken. MOTION CARRIED UNANIMOUSLY.

Public Works

15. Ordinance Dealing with Revision of Speed Zone on CTH GV, Village of Bellevue & Town of Ledgeview.

This item was discussed at the August meeting and approved; it was brought back to be approved in Ordinance form.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. Nay: Kaster. MOTION CARRIED 4 to 1.

16. **Summary of Operations.**

Public Works Director Paul Van Noie informed that they were ahead of budget and doing fairly well through August. \$413,172 on the Highway side, roughly \$30,000 on the Facilities side. He hadn't really had any of his project costs analyzed yet, his Project Cost Analyst was out on maternity leave.

Further highlights of the written report (report located in agenda packet) covering the period ending 8/31/2014 were given for the Highway Department and for Facilities Management.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

17. **Director's Report.**

Van Noie provided project updates for CTH XX/Bellevue Street, Bellevue had been completed. Hoffman Road, three of the four lag had been complete. They were delayed on the fourth lag because sewage work ran about 3-4 weeks behind schedule, which was contracted by Allouez.

CTH PP (Phase 2 – CTH X to Viking Lane) they had opened 3-4 lags there. Sometime this week they may open half of the fourth lag. (Reports can be located in committee agenda packet).

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

18. **Possible discussion regarding Brown County Health Department facility – standing item.**

Van Noie informed that they had worked some numbers out based on what was told to them. Projects Manager Jeff Oudeans

Supervisor Zima informed that he had had some conversations with the County Executive, opportunities don't stay available forever. The property that they were looking at as an alternative, after a year, it was still there. When you run the amortization schedules on \$900,000 and at 2-3%, their monthly payment was about \$4,500. Not only would they collect up to \$2,500 from Women Infant and Children (WIC) every month, they could collect from the owner who would be willing to rent back. He'd be willing to spend \$1,400-\$1,500 a month for space that he would like to use in the lower level of the building. The Health Department was currently paying \$7,000 a month plus utilities, which was less than the \$11,000-\$13,000 they were paying. At the end, they would own a business. It wouldn't cost them anything other than maintenance, the upkeep of the building.

Executive Streckenbach informed that it wasn't the long term solution but the Sophie Beaumont building was being considered to house the Health Department as they lose 55-85 employees from that space due to Family Care. They relocated the garage mechanic to the Public Works Department as it was their plan two years ago to move the Health Department.

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They talked that there was the parking issue that needed to be addressed in downtown Green Bay. Long term there may be another solution but it wasn't out there yet and he wasn't sure the Board would accept it. Zima felt if there was a different long term solution, they should be looking at it. He was not against that if the Sophie Beaumont covered the needs for now and into the future and they could resolve it now, let's do it. He questioned how long they were going to keep paying high rents. There were certain diminishing returns after a while.

Erickson informed that he had taken a look at area wide properties and he ruled out east side just for the fact that WIC would rent from the county if they stayed on the west side. There was quite a stack of business properties available, the ones that fell into this price range, that he determined, were too small. The ones that looked like they would fit their needs space-wise were too expensive compared to this. He felt like the property on W. Mason was a fairly good fit. A good value for the dollar.

Streckenbach felt this was a valid business sense if they were looking for another building and didn't have any intension of filling the vacant void space. If they were able to go into a facility and only have a cost of \$1,500 a month, assuming tenants would be there for 20-years, it was a no brainer. However, they weren't looking at the bigger picture of Brown County. The county had 2.2 million sq. ft. that they were responsible for maintaining, which they weren't maintaining already. It didn't make sense to add another building into their overall inventory when they didn't have the Sophie Beaumont building full. He was all in favor of saving the county money however he was still trying to figure out how to take care of what they currently owned. It had been communicated that they were working on a facilities plan. They were getting very close to completing phase one. They don't want to do million dollar Band-Aids. The library was at risk of losing one of their tenants, the third floor vacant, resulting in more vacant space. He felt they needed to take a look at the overall assessment of their full county footprint and try and make a decision based on that. Further discussions ensued with regard to potential uses of open space and the future of the Sophie Beaumont building. Streckenbach believed that large Corporations were consolidating their operations back under one roof. They shouldn't be not recognizing what the benefit of having like services under one roof for quality control. Looking at space and technology and utilizing that and the cost of owning space was expensive. Right now the commercial market, the space was soft. They were going to have inventory for commercial space for some time. Erickson was concerned there wouldn't be enough room to house the Health Department at the Sophie Beaumont. Van Noie informed that they had gone over and measured. The 6,500 was useable office space. It didn't include the bathrooms, the halls and all the other common property and it did fit in there fairly effectively, including the lab.

Sieber questioned the extent of the facilities plan report and asked if the report could be presented at their October meeting. He agreed with Supervisor Zima, they had been dealing with this for a long time and would like to get this going.

Zima stated he couldn't sit and listen to platitudes all night with no concrete suggestions to fulfill them. What was their total available space and was it something they could utilize or wasn't it? They should be able to come up with some kind of plan sooner rather than later. What was irritating, on top of paying high rent, they were paying utilities, maintenance and repairs on the existing building. Moving it somewhere else wasn't shrinking or increasing it, it might decrease utility costs, etc. They were in a terrible situation. They had a long range planning committee for as long as he had been on this County Board and he didn't know what it had accomplished. It was just more talking. Where was the practice thinking, when were they going to start trying to make legitimate decisions. He felt the most this committee should sit on this was one more month, do they want to decrease their costs or don't they? Getting their

costs down on rent will improve their budget already for next year. If they had a better option, he was all for it. He was interested in what was the best deal for the county. It was time to make decisions.

Dantinne agreed with Sieber and Zima, this had been going on for some time and it was time to give them some answers and move forward.

Streckenbach reiterated that they had been planning the move of the Health Department to Sophie Beaumont for two year. The county had to look at the overall footprint. The empty space was everywhere. The Northern Building was underutilized, the museum used 20,000 sq. ft. for exhibits, the other 40,000 was office, storage and hallways, and it was amazing how much space the library had available. In 2015, they were going to have a building that was roughly 6,500 sq. ft. that was going to go empty. His point being was they had been working on this, it was a strategy and they had been working on it. He informed that he had tried to explain this to the committee six months ago; they were looking at this other process.

Kaster stated that for a long time they were talking about merging the library and the museum, the law firm that they hired to do a study, they found that the library didn't want to merge with the museum. He knew that forever ago. If he wanted to put anything in the library, they will be resistant because they were on their own deal. The county took care of the buildings and didn't know what they had to say about it. When he looked at shrinking their footprint, they could have shrunk it a lot right there. Streckenbach informed that that could still happen. They didn't hire anyone, it was all volunteer. The reason why it stopped, the museum said they wanted to grow by 30,000 sq. ft. making their museum 90,000 sq. ft. The library said they needed all of their 90,000 sq. ft. and they knew that was not reality. Potentially in the phase two of looking at overall facilities, that could be part of the next conversation.

The discussion regarding parking being an issue resumed, Streckenbach informed that they knew that they had to address the issue. There were options available; it was a matter of which one was the best for the overall strategy.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr for Administration and Facilities to update on the overall Facility Plan and have a recommendation for the Health Department at next months meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.

Register of Deeds – Budget Status Financial Report for August, 2014.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

20. **Audit of bills.**

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to audit the bills. Vote taken. MOTION CARRIED UNANIMOUSLY.

21. **Such other matters as authorized by law.**

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to adjourn at 8:20 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Brown County Planning, Development & Transportation Committee

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

PUBLIC WORKS DEPARTMENT

Brown County

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PAUL H. VAN NOIE
DIRECTOR

TO: PD&T Committee
FROM: Public Works Department
DATE: 10/27/2014
RE: 2015 Budget Highlights

The Public Works Department's (PWD) Budget for 2015 reflects continued restraint and is focused on reducing bond financing in the Highway Division (HD) and increasing repair and maintenance for county facilities in the Facility Management Division (FMD). The following points summarize certain highlights of the 2015 PWD Budget presented for your consideration:

- For the 2015 budget year, the HD is planning a reduction in budget from the corresponding period of 2014 of \$331,028 or approximately 4.7 %. This represents a reduction in bonding of \$331,028.
- The aforementioned budget reduction is primarily due to a reduction in material cost associated with road projects partially offset by an increase in the amount of road construction/resurfacing.
- In 2015, PWD is reflecting an increase in personnel for the HD of 5 FTE's. This personnel increase is due to increases in state revenues, a reduction in expected overtime, and to realize a greater percentage of permitted RMA. (The state lane miles will increase by approximately 80 lane miles, which includes high speed interchanges and auxiliary ingress/egress.)
- Major changes in Expense and Revenue for HD are as follows:

○ Increase in personnel cost wages and fringes	\$282,891
○ Increase in fuel cost	\$158,500
○ Increase in repairs and supplies	\$124,610
○ Decrease in rental expense	\$160,000
○ Increase in intra-county charges.....	\$17,578
○ Increase in state and municipal revenue	\$302,264
○ Decrease in inter departmental revenue.....	\$584,650
○ Decrease in Wetland mitigation revenue	\$150,000
- The 2015 targeted levy for FMD is \$2,597,997 for an increase from 2014 levy of \$238,616. This reflects additional repair projects and capital outlay projects. Capital outlay was increased approximately \$41,700.
- Facility maintenance was provided for by a general fund allotment in prior years. For budget year 2015 repair and outlay expense will be budgeted within the levy,
- Major changes in Expense and Revenue for FMD are as follows:

○ Decrease in payroll and fringe benefits	\$36,728
○ Increase in operations and maintenance due to additional projects	\$108,000
○ Increase in utility expense.....	\$28,000
○ Increase in capital outlay	\$41,700
○ Increase in levy	\$203,023

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: October 13, 2014
REQUEST TO: Planning, Development & Transportation Committee
MEETING DATE: October 27, 2014
REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Approving New or Deleted Positions During the 2015 Budget Process (Public Works)

ISSUE/BACKGROUND INFORMATION:

A New Position or Position Deletion Request was submitted by the Public Works Department during the 2015 budget process.

ACTION REQUESTED:

Make the following changes to the Public Works table of organization:

Highway:

Delete (2.12) FTE Highway Maintenance Worker
Add 4.00 FTE Highway Crew
Add 1.00 FTE Superintendent – Highway
Delete (1.00) FTE Highway Crew – Parks Winter
Add 1.00 FTE Highway Crew
Add 0.20 FTE Operations Manager
Add 0.80 FTE Clerk/Typist II

Facility Management:

Add 0.50 FTE Housekeeper
Delete (0.20) FTE Operations Manager
Delete (0.80) FTE Clerk/Typist II

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$278,092
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No It is reflected in the 2015 budget.
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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November 6, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2015 BUDGET PROCESS
(PUBLIC WORKS)

WHEREAS, a New Position or Position Deletion Request was submitted by the Public Works Department during the 2015 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be added and eliminated from the table of organization; and

WHEREAS, the Highway recommends deletion of (2.12) LTE Highway Maintenance Worker positions as the highway crack-filling project has been completed; and

WHEREAS, due to the increase in state lane miles from the US-41 system (41/29 Interchange and 41/43 Interchange), and the increase from three to four distinct crews (Heavy Construction, Asphalt Production and Paving, County Maintenance and State Maintenance), there is a need to add 4.00 FTE Highway Crew and 1.00 FTE Superintendent; and

WHEREAS, there will no longer be staff from Parks assisting the Highway Crew in the winter months and the duties will be fulfilled by a Highway Crew position. The Highway table of organization should be changed by deleting (1.00) Highway Crew – Parks Winter position and adding 1.00 FTE Highway Crew position; and

1a

WHEREAS, the cost of the Operations Manager and Clerk/Typist II positions are currently split between Highway and Facility Management, Highway will now cover the full cost of the positions so the table of organization should be changed by deleting (0.20) FTE Operations Manager and deleting (0.80) FTE Clerk/Typist II positions from Facility Management and adding 0.20 FTE Operations Manager and 0.80 FTE Clerk/Typist II positions to Highway; and

WHEREAS, Facility Management has established the need to add a 0.50 FTE Housekeeper position; and

WHEREAS, the Public Works Department recommends these changes to the table of organization:

Highway:

LTE Highway Maintenance Worker	(2.12)	Deletion
Highway Crew	4.00	Addition
Superintendent – Highway	1.00	Addition
Highway Crew – Parks Winter	(1.00)	Deletion
Highway Crew	1.00	Addition
Operations Manager	0.20	Addition
Clerk/Typist II	0.80	Addition

Facility Management:

Housekeeper	0.50	Addition
Operations Manager	(0.20)	Deletion
Clerk/Typist II	(0.80)	Deletion

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Public Works (Highway) table of organization be changed by deleting (2.12) FTE LTE Highway Maintenance Worker and deleting (1.00) FTE Highway Crew – Parks Winter positions and adding 4.00 FTE Highway Crew, adding 1.00 FTE Superintendent – Highway, adding 1.00

FTE Highway Crew, adding 0.20 FTE Operations Manager and adding 0.80 FTE Clerk/Typist II positions; and the Public Works (Facility Management) table of organization be changed by adding 0.50 FTE Housekeeper and deleting (0.20) FTE Operations Manager and deleting (0.80) FTE Clerk/Typist II positions; requested through the 2015 budget process to be effective January 1, 2015.

Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Highway:					
LTE Highway Maintenance Worker	(2.12)	Deletion	\$(66,144)	\$(4,696)	\$(70,840)
Highway Crew	4.00	Addition	\$ 185,264	\$ 60,664	\$ 245,928
Superintendent – Highway	1.00	Addition	\$ 64,682	\$ 17,277	\$ 81,959
Highway Crew – Parks Winter	(1.00)	Deletion	\$(46,316)	\$(15,587)	\$(61,903)
Highway Crew	1.00	Addition	\$ 46,316	\$ 15,587	\$ 61,903
Operations Manager	0.20	Addition	\$ 9,065	\$ 5,226	\$ 14,291
Clerk/Typist II	0.80	Addition	\$ 23,536	\$ 8,831	\$ 32,367
2015 Budget Impact (Highway)			\$ 216,403	\$ 87,302	\$ 303,705
Facility Management:					
Housekeeper	0.50	Addition	\$ 12,400	\$ 8,645	\$ 21,045
Operations Manager	(0.20)	Deletion	\$(9,065)	\$(5,226)	\$(14,291)
Clerk/Typist II	(0.80)	Deletion	\$(23,536)	\$(8,831)	\$(32,367)
2015 Budget Impact (Facilities)			\$(20,201)	\$(5,412)	\$(25,613)
Total 2015 Budget Impact (Public Works)			\$ 196,202	\$ 81,890	\$ 278,092

Budget Impact: The fiscal change of this resolution is reflected in the 2015 budget.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

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Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

2015 Budget Proposal Highlights
Register of Deeds

A. New Initiatives

- a. Marriage Record Filing Automation – will be working with State Vitals to implement Phase III of the Statewide Vital Records Information System. Phase III involves automating the marriage application, filing and issuance process. Phase I automated birth records and Phase II automated death records. Both modules I and II have been very successful and we do not see any problems with the implementation of Phase III.

B. Revenues

- a. Rates & Fees – Delete bulk microfilm sales. Increase image maintenance fee from .35 to .50 cents per image resulting in additional \$13,500 revenue.
- b. Other- Anticipate \$12,000 new revenue from sale of data through real estate data transfer.
- c. Real Estate Projection – 50,000 documents 2015. 2014 off to slow start however real estate market shows significant rebound starting in June with sales in Brown County up by 5.5% and median sales prices 6.5% higher in Brown County (transfer fee \$3.00 per one thousand dollars of value on sale price).

C. Expenses

- a. Staffing – Reduce 9.0 FTE's to 1950 hours from 2080 (see E below)
- b. Operating – No significant changes. Repairs and Maintenance reduced \$500 due to maintenance contract on 3 scanners in year two of 3-year agreement.
- c. Chargebacks – Indirect cost chargeback reduced \$6,766, Information Services chargeback reduced \$6,023 and Insurance chargeback reduced \$473.
- d. Contracted Services - Online access to real estate records. (Back scanning and redaction of real estate documents will end 12/31/2014). Offset by user fees (\$107,100) charged to online access customers who pay a monthly subscription fee (this is a \$1,100 increase from 2014).
- e. Outlay – None

D. Met assigned levy target by:

- a. Reduced 9.0 FTE's from 2080 hours to 1950 hours resulting in savings of \$23,903
- b. Reduced Repairs and Maintenance \$500
- c. Increase in per page copy fee for contracted copies estimate \$13,500 revenue increase
- d. Data sale transfer account added for annual increase in revenue of \$12,000
- e. Reduction in indirect and chargebacks totaling \$13,262

E. NEW REQUEST: Keep staff positions budgeted at 2080 hours, eliminate part-time Clerk/Typist II position for a total of \$17,770 (vacated on 10/17/2014) and increase transfer fee revenue by \$6,330 to balance.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
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BRENT MILLER

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HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: October 13, 2014
REQUEST TO: Planning, Development & Transportation Committee
MEETING DATE: October 27, 2014
REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Approving New or Deleted Positions During the 2015 Budget Process (Register of Deeds)

ISSUE/BACKGROUND INFORMATION:

A New Position or Position Deletion Request was submitted by the Register of Deeds Department during the 2015 budget process.

ACTION REQUESTED:

Make the following changes to the Register of Deeds table of organization:

- Delete (130 hours) Deputy Clerk Register of Deeds
- Delete (130 hours) Imaging Specialist
- Delete (260 hours) Tract Index Specialist
- Delete (130 hours) Property Description Specialist
- Delete (260 hours) Clerk/Typist III
- Delete (260 hours) Clerk/Typist II

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No Savings of \$24,100
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No It is reflected in the 2015 budget.
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

2a

November 6, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2015 BUDGET PROCESS
(REGISTER OF DEEDS)

WHEREAS, a New Position or Position Deletion Request was submitted by the Register of Deeds Department during the 2015 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be added and eliminated from the table of organization; and

WHEREAS, the department can meet the needs of the public while reducing the hours of assigned staff to a 7.5 hours per day (37.5 hours per week); and

WHEREAS, the Register of Deeds Department recommends these changes to the table of organization:

Deputy Clerk Register of Deeds	(130 hours)	Deletion
Imaging Specialist	(130 hours)	Deletion
Tract Index Specialist	(260 hours)	Deletion
Property Description Specialist	(130 hours)	Deletion
Clerk/Typist III	(260 hours)	Deletion
Clerk/Typist II	(260 hours)	Deletion

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Register of Deeds table of organization be changed by deleting (130 hours) from the Deputy Clerk Register of Deeds, deleting (130 hours) from the Imaging Specialist, deleting (260 hours)

2a

from the Tract Index Specialist, deleting (130 hours) from the Property Description Specialist, deleting (260 hours) from the Clerk/Typist III and deleting (260 hours) from the Clerk/Typist II positions; requested through the 2015 budget process to be effective January 1, 2015.

Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Deputy Clerk Register of Deeds	(130 hours)	Deletion	\$(2,600)	\$(398)	\$(2,998)
Imaging Specialist	(130 hours)	Deletion	\$(2,390)	\$(366)	\$(2,756)
Tract Index Specialist	(260 hours)	Deletion	\$(4,780)	\$(731)	\$(5,511)
Property Description Specialist	(130 hours)	Deletion	\$(2,294)	\$(351)	\$(2,645)
Clerk/Typist III	(260 hours)	Deletion	\$(4,531)	\$(693)	\$(5,224)
Clerk/Typist II	(260 hours)	Deletion	\$(4,308)	\$(658)	\$(4,966)
Total 2015 Budget Impact (Register of Deeds)			\$(20,903)	\$(3,197)	\$(24,100)

Budget Impact: *The fiscal change of this resolution is reflected in the 2015 budget.*

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Final Draft Approved by Corporation Counsel

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PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

MEMORANDUM

To: Members of Harbor Commission, Solid Waste Board and
Planning, Development & Transportation Committee

From: Dean R. Haen, Director

Re: 2015 Budget for Port and Resource Recovery Department

The Port and Resource Recovery Department budget is separated into the Port, Harbor Fee, Harbor 217, Waste Transfer Station, Gas-To-Energy, Household Hazardous Waste, Recycling, Closure and General Office cost centers. The Port area and Resource Recovery area of the department budgets are separate. Specific expenses and revenues are budgeted directly to the specific cost centers. General office expenses including staffing are passed on to the appropriate cost centers by an intra-fund transfer based on the percentage of Department FTE employees working in that particular cost center.

2015 Budget Overview

RESOURCE RECOVERY AREA

- The Resource Recovery area utilizes a tiered tipping fee system. The Preferred Contract Rate and Contract Rate are contractually bound to no more than a 2.04% increase based on the change in Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers - Midwest from June 2013 to June 2014. Brown County proposes to raise the Preferred Contract and Contract Rate customers by less than contractually allowed.

Transfer Station Customers

	<u>2014</u>	<u>2.04% Change</u>	<u>2015</u>	<u>Actual Change</u>
Preferred Contract Rate (/ton)	\$40.60	\$0.83	\$41.25	1.6%
Contract Rate (/ton)	\$42.00	\$0.86	\$42.75	1.8%
Gate Rate (/ton)	\$44.00	N/A	\$45.00	2.2%

Direct Delivery Customers

	<u>2014</u>	<u>2.04% Change</u>	<u>2015</u>	<u>Actual Change</u>
Preferred Contract Rate (/ton)	\$33.00	\$0.67	\$33.67	2.04%
Contract Rate (/ton)	\$33.00	\$0.67	\$33.67	2.04%

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The tiered tipping fee system provides long-term and high tonnage customers with the best available tipping fees. All municipal customers of Brown County are eligible for the Preferred Contract Rate no matter their tonnage level. Customers with short-term contracts and/or low tonnage are eligible for the Contract Rate. Customers with no commitment to the Brown County Solid Waste Management System are offered the Gate Rate.

The Department continues to experience an increasing number of small users of the Solid Waste Transfer Station. This is likely the result of municipalities charging for bulk pick-up. This has increased the congestion at the scale house and within the transfer station. In 2015, Department will improve and expand the small vehicle unloading area upfront to accommodate the small users. Re-weighing of small vehicles will be reduced by visual inspection by the scale operator in determining if the weight is less than 500 lbs. Hours of operations will continue to be monitored and may be modified to reduce congestion. Minimum delivery charge will increase \$12.00 to \$13.00.

- The Outagamie County landfill tipping fee is estimated to increase by \$1/ton, but since we budgeted for this increase last year, we will not need to increase all 2015 tipping fees the full CPI.
- In 2014, Great American Disposal was competitively awarded the hauling contracts at both the solid waste and recycling transfer stations for the next five years. The solid waste hauling costs increased 3%, while the recycling hauling costs increased 16%. During the 5-year contract, annual cost increases are held to the change in CPI.
- BOW partners have agreed to install a recycling compactor at the Brown County recycling transfer station. BOW partners will share the \$200,000 cost of the compactor. The compactor will reduce recycling hauling costs by increasing trailer capacity from 14 tons to 22 tons/load (43% increase) generating a savings of more than \$100,000/year. The recycling transfer station building will be expanded to the south, adding a dedicated service door for the hauling truck and the compactor. Both doors of the existing transfer station will be available to route trucks increasing service and decreasing wait times. The building modification costs are estimated at \$300,000 and will be 100% Brown County cost. The return on investment for this project is less than 5 years.
- The Household Hazardous Waste program will work on growing VSQG business and renegotiating contracts with partners to reduce the program costs to residents.
- The Resource Recovery area in 2014 operated at cost and is projected to operate at a surplus in 2015. Any deficits will be paid out of operating cash and any surpluses will be used to replenish the operating cash. When sufficient operating cash exists funds will be transferred to the rate stabilization fund.
- Brown County will be calculating the Department's interest earned on long-term investments differently by not including liquid cash holding in money market accounts when averaging interest earnings for the Department's long-term investments. This decision will improve interest earnings from 0.05% to between 1.5% and 2.0%. This is a \$200,000 improvement for

the Department and will help the Department meet the financial strategies outlined by Schenck and Associates to meet the long-term construction costs of the South Landfill.

- On the 2013 Statement of Funds, fund balances were transferred based on the financial strategies outlined by the Schenck and Associates financial analysis.
- The BOW Single Stream Facility will enter its sixth full year of operation. The facility expanded its operation from 50,000 tons to more than 80,000 tons, added a second shift in 2013 and has begun construction of \$1.9M expansion in capital for a second baler and sorting capacity to expand the recycling of plastics 3-7 and aseptic packaging. Construction will be completed in Fall 2014 and a public education campaign will begin thereafter. Capital investment will be paid by each County. Recycling markets remain down this year. For budgeting purposes, we use a recycling rebate that just covers expected expenses, resulting in a conservative recycling rebate of \$15.00/ton for 2015.
- The Household Hazardous Waste Program is budgeting \$39,500 in Clean Sweep, Ag Clean Sweep and Drug Grants from WI-DATCP.

PORT AREA

- Brown County will complete construction of the Cat Island Chain Restoration Project wave barrier and off-loading facility in late 2014. During 2015, the Department will work with the Corps and Wisconsin Department of Transportation to balance our project partnership agreement cost share requirements and close out the Harbor Assistance Grant Agreement requirements. Efforts will focus on meeting the Corps required 10% cash contribution in full rather than paying it over 30-years.
- Closure of Renard Island was completed in 2014. The island and ownership of the causeway will be transferred to Brown County in 2015. The causeway was permitted by the WDNR as a permanent structure. A rock reef and fish cribs will be installed in 2015 to meet the permit conditions estimated at \$20,000. The Department will pursue the long-term use of the island.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

APPROVED

10/13/14

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, September 8th, 2014**
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) The meeting was officially called to order by Craig Dickman at 11:33 am.

2) Roll Call:

Present: President Craig Dickman
Vice-President Tom Klimek
Commissioner Bernie Erickson
Commissioner Bryan Hyska
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Neil McKloskey

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Roger Kaminski, Georgia-Pacific
John Evans, Georgia-Pacific

Excused: Commissioner Greg Flisram

Not Excused: Commissioner Ron Antonneau

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Bryan Hyska and seconded by Tom Klimek.
Unanimously approved.

4) Approval/Modification – July 21, 2014 Meeting Minutes

A motion to approve the minutes of July 21, 2014 was made by John Hanitz and seconded by Hank Wallace. Unanimously approved.

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5) Cell Tower Sale Offer – Request for Approval

Mark Walter, Brown County Port & Resource Recovery Business Development Manager, contacted the cell tower owner American Tower about their initial offer to purchase an easement to the cell tower to request more information. After several contacts he is still waiting for a response from them. This item will remain on the Agenda until next month for a response.

5A) Terminal Operator Concerns about Fox River Environmental Dredging – Request for Action

There was a Harbor Fee meeting with the Fox River Clean-Up Contractors and Terminal Operators to discuss what was going to be done with the Harbor Fee in 2015. Included in that meeting was Tetra Tech and Brennan Marine to discuss what was happening with the clean up as they are progressing to the north and enter into the Port. There were some issues such as the location of St. Mary's cement barge, which had to be moved several times (\$10,000 each time). The barge had to be moved so they could dredge underneath it. In addition to that, the environmental clean-up project was trying to encourage RGL Holdings to cap their slip with a rock or sand layer instead of removing all of the PCB's. Georgia-Pacific was also encouraged to allow capping. .

A motion was made to suspend the rules to hear from interested parties to speak on environmental dredging was made by Bernie Erickson and seconded by Tom Klimek.
Unanimously approved.

Roger Kaminski, Georgia-Pacific, explained how in the late 60s along the shoreline Fort Howard was a recycler of NCR paper. This is how the whole issue of PCBs came about with discharging into the water. Georgia-Pacific has their own water treatment facility now. There has been dredging out in the channel for the most part but now the project is dredging material along the shoreline. The clean-up project managers are now determining which areas to dredge or permanently cap. Throughout the years, Georgia-Pacific can show how that bulk head was filled out and filled to height with documentation from the US Corps of Engineers, permits and drawings back from the early 1940s. A lot of that information is not good enough for Tetra Tech or NCR. They would like Georgia-Pacific to go farther as to where did the materials come from, size, etc. The only thing at this point for Georgia-Pacific to do is say go ahead and bore through the bulk-head wall to take a look at what lies beneath. They want to go further and do more soil-boring throughout the entire site which is not practical. Georgia-Pacific has a team of civil structural engineers in-house and contracted that say it makes sense to bore through the bulk-head wall. Georgia-Pacific's environmental attorneys from Atlanta have written a letter to waive any liability if any damage was done by dredging all of the PCBs out from under bulk-head wall area. The argument is because the river contains a lot of soft sediments that the material behind there is going to come out and collapse the whole wall. This would not be a factor because there have been coal piles sitting along the river since the 1920s which had compacted the material. The cap Tetra Tech would like to place would go from the outfall to 2,000 feet down the river to the boat slip. Georgia-Pacific does not think this would be a good thing because they know down the road environmental rules are going to change, a new water intake is going to have to be built for the facility, new charge diffuser, etc.. Once that environmental cap is placed it cannot cost effectively be disturbed. The process of going through the permitting to disturb the cap would take a lot of time along with the expenses. Georgia-Pacific is the first facility along the river and

does not want to set precedence for the other terminal operators. Request was made of Georgia-Pacific to put together a summary and bullet-points of the roadblocks that the Clean-Up PRP is putting out there so this can be shared with the other terminal operators such as structural and waivers.

Since the Harbor Fee meeting, where Dean Haen had invited Tetra Tech, a conference call and an in-office meeting has been scheduled on September 18th.

A motion was made to return to regular session by John Hanitz and seconded by Tom Klimek. Unanimously approved.

6) Strategic Planning Subcommittee – Update

A roundtable meeting took place September 8th for terminal operators. St. Mary's Cement, Georgia-Pacific and Fox River Dock attended. Noble Petro and Fox River Dock are up for sale. The second session will take place September 16th. The discussion consisted of new commodities, cruise ships and exporting.

7) WCPA Annual Meeting – Update

Attendance was close to 80 people at the WCPA meeting. The Governor providing the welcome address and Senator Baldwin came as part of that welcome along with Congressman Ribble's office and Senator Johnson's office. The topics were good and the Port of Green Bay has returned to the President of the Wisconsin Commercial Ports Association. The conference will take place at the Port of Milwaukee next year.

8) Renard Island – Update

Dave Charles, Friends of Bay Beach, had flown over the island and identified an area that could be a sink hole in the middle of the island. Department staff will need to go out to the island and investigate further. The work is almost complete, waiting on the US Corps of Engineers to finalize some closure activities. The causeway will be modified to permanent in October/November 2014 and after this winter the real estate documents for transfer will be established. Foth is creating an engineering analysis to see what the possibilities are for different types of structures that could be built on the island.

9) Cat Island - Update

Initial dredging and placement of material in Cat Island had resulted in is sandy material being dredged that is white beach sand. A sample is going to be physically analyzed to look at the grain size of the sand. There are already two football fields of land and they are only a ¼ of the way complete with what is going to be dredged this year. Typically there is only about 100,000 yards dredged per year but because they are hydraulically pumping it, which is cheaper, it is forecasted to dredge 456,000 cubic yards. The project overall is very impressive.

10)Director's Report – Update

The signs that were placed along the Fox River trail a few years back are faded. The signs are still covered under warranty so the signs will be replaced. Parks will go out there and put them in.

In October, Mark Walter and Dean Haen will be going to Chicago area and visit the Port of Burns Harbor as part of a trip to meet with two ship agents. The goal is to better inform the ship agents about why they should be telling the ocean going vessels that they can come into the Port of Green Bay. Mark and Dean would also like to meet with CN Railyard, BTX Company who is looking to do some inter-modal transfers from Green Bay, a couple of freight forwarders, DeLong Company and another company in Milwaukee.

Neil McKloskey tendered his resignation from the Harbor Commission effective after this meeting. The Harbor Commission and department presented a plaque to Neil. The plaque states, "In Appreciation for More than 26 Years of Dedication and Service to the Brown County Harbor Commission, Neil McKloskey Is Hereby Presented With This Award of Excellence And Hereby Authorizes The Naming Of "West Island," Which Consists Of Approximately 74 Acres, Of The Cat Island Chain Restoration Project In Honor Of Mr. Neil McKloskey As "McKloskey Island." Thank You for Sharing Your Time, Knowledge and Talent! Brown County, September 8, 2014".

11)Audit of Bills – Request for Approval

A motion to approve the Bills was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

12)Tonnage Report – Request for Approval

A motion to approve the Tonnage Report was made by Hank Wallace and seconded by John Hanitz. Unanimously approved.

13)Such Other Matters as Authorized by Law

No other matters as authorized by Law.

14)Adjourn

A motion to adjourn was made by Bernie Erickson and seconded by John Hanitz. Unanimously approved. Meeting adjourned at 12:43 pm.

Craig Dickman, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

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MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Wednesday, May 28, 2014
Northern Building
305 E. Walnut Street, Conference Room 200
Green Bay, WI 54301
11:00 a.m.

ROLL CALL:

Brent Miller	<u>X</u>	Chad Weininger	<u>X</u>
Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>Exc</u>
Charles Riley	<u>X</u>		

OTHERS PRESENT: Chuck Lamine, Seaphes Miller, and Lisa Harmann.

R. Patrickus called the meeting to order at 11:05 a.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the May 5, 2014, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by B. Miller, seconded by C. Riley, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Fusion Integrated Solutions, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by B. Miller, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a loan request from Fusion Integrated Solutions, LLC. Motion carried unanimously.

A motion was made by C. Weininger, seconded by R. Patrickus, to return to open session. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by C. Riley, to postpone the approval of Fusion Integrated Solutions, LLC loan request and revisit prior to August 1 or as soon as the outstanding accounts receivable is collected or a letter of payment commitment is received. Motion also included the request for financials to be presented according to Generally Accepted Accounting Principles and that a professional financial services person be utilized regularly. Motion carried unanimously.

3. Other matters.

C. Lamine provided feedback on the Raven Manufacturing, LLC legal consul clarification question that was asked at the previous meeting. He also reported on the status of legal fee costs related to Raven Manufacturing, LLC.

4. Adjourn.

A motion was made by C. Riley, seconded by C. Weininger, to adjourn. Motion carried unanimously. The meeting adjourned at 12:53 p.m.

2561 SOUTH BROADWAY

GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **July 21, 2014** at the Brown County Resource Recovery Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 2:00 pm.

2. Roll Call

Present: John Katers, Chair
Mark Vanden Busch, Vice-Chair
Norb Dantine, Treasurer
Dave Landwehr
Bud Harris
Ken Pabich

Excused: Lisa Bauer-Lotto
John Kennedy
Mike Van Lanen

Also Present: Dean Haen, Brown County
Chad Doverspike, Brown County
Mark Walter, Brown County

3. Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

4. Approval/Modification – Meeting Minutes of June 16, 2014

A motion to approve the minutes was made by Norb Dantine and seconded by Mark Vanden Busch. Unanimously approved.

5. 2014-15 Operating Plan - Request for Approval

In 2012, the *Strategic Solid Waste Management Plan* was passed. The plan requires an annual Operating Plan that looks back at the previous year while setting objectives and goals for the upcoming year. These objectives and goals are then incorporated into the budget. The 2014 Operating Plan starts out with a background, the department's vision, goals and objectives for

2013-2014 and 2014-2015. The areas covered include the Solid Waste Area (including Transfer Station), East and West Landfill, South Landfill, BOW Tri-County, Recycling Area, Household Hazardous Waste Area and the General Area. Bud Harris stated he would like the resource recovery effort of the Department to be better reflected in the vision statement.

A motion to approve the 2014-15 Operating Plan was made by Dave Landwehr and seconded by John Katers. Unanimously approved.

6. 2015 Budget – Request for Approval

The 2015 Budget process includes approval by the Solid Waste Board, followed by County Finance Department (August 4th), County Executive (August 22nd), Planning Development & Transportation (September) and County Board (November). The budget starts with a memo that provides a 2015 budget overview including new initiatives and other significant changes including; an increase in tipping fees, expanding the small vehicle unloading area upfront, the landfill tipping fee increase in Outagamie County, Great American Disposal awarded the new hauling contracts and the financial impact of the change, the BOW agreement installing a new compactor at Brown County Recycling Transfer Station, changes in interest for the Department's long-term investments, a statement of funds, and the BOW installation of a second baler and expanded sorting capacity to accept more plastics and aseptic packaging. Also in the budget packet is the mission statement and performance measures followed by a 5-year trend graph, the 2015 budget policy initiatives summary, rates and fees, the department's table of organization, salaries, budget allocations, statement of funds and grant details.

A motion to approve the 2015 Budget was made by Ken Pabich and seconded by Bud Harris.

7. South Landfill/Resource Recovery Park RFP Awards– Update

Foth has been awarded the contract for the South Landfill/Resource Recovery Park. The kickoff meeting is going to be August 5th from 9am to 4pm. The design will be completed by the end of this year.

8. HHW 24 Hour Storage Solutions– Update

The plan for continuous processing of material has been implemented and is working better for all staff. Also changes were made to scheduling of VSQG's and there will be changes to out-of-county collections in order to comply with 24 hour storage requirements.

9. Director's Report – Update

Staff is investing significant effort in strategizing excavation, stormwater management and marketing South Landfill clay from sequence 1 of the future south landfill. Each cubic yard excavated by others will save Brown County \$5/cy in the future. There is a project that is taking out 40,000 yards of clay right now from the South Landfill and another project may still take out an additional 20,000 yards this year. The bridge in Wrightstown might take another 20,000 yards next year.

10. Such other Matters as Authorized by Law

No other matters as authorized by Law.

11. Adjourn

A motion to adjourn was made by Norb Dantine and seconded by Ken Pabich.

Unanimously approved. Meeting adjourned at 3:25 pm.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Resource Recovery Department

Oct. 15, 2014

Brown County Chairman & County Board:

I am requesting that the Planning, Development Transportation Committee and the County Board consider providing \$20,000 to fund the final year of a three year project to complete the LaBarge website project involving the "Timeline of History" portion of the website specific to Brown County history. The completion of the project would provide a useful tool to Brown County residents and enable Brown County to present the entire 400 years of documented history for use in preparing for the celebrations concerning our upcoming 200th Anniversary of Brown County in 2018.

Respectfully submitted
Dany Zwick
8th District Supervisor

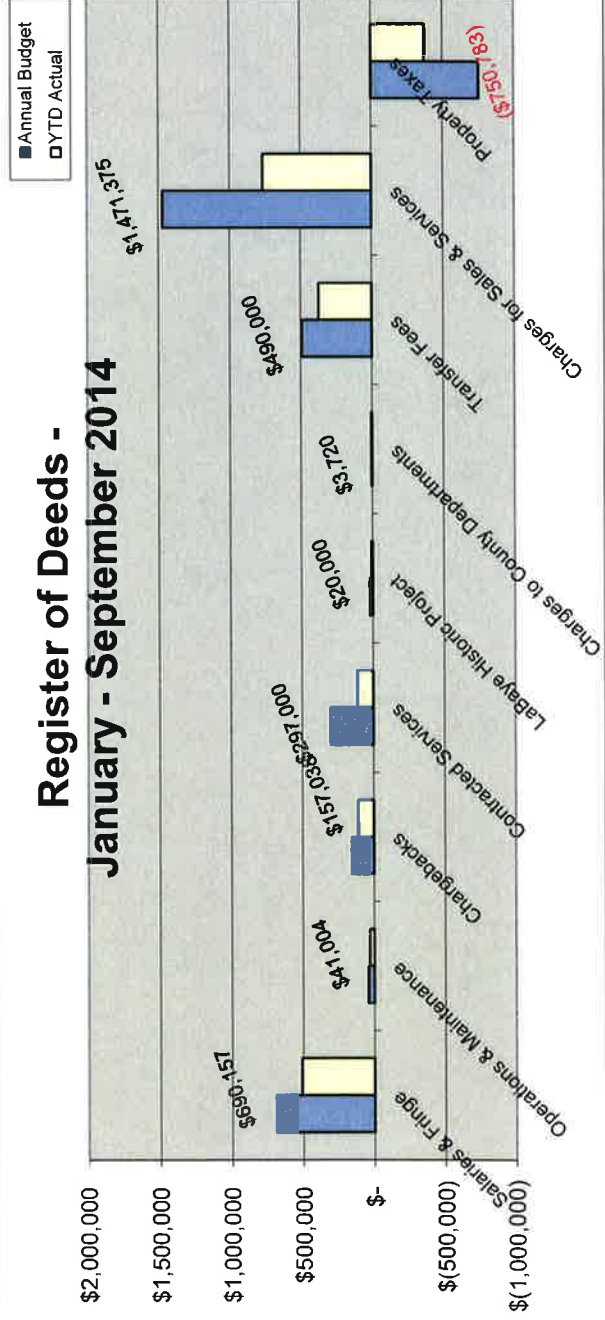
Brown County
Register of Deeds
Budget Status Report
Jan - September 2014

	Annual Budget	YTD Actual
Salaries & Fringe	\$ 690,157	\$ 508,729
Operations & Maintenance	\$ 41,004	\$ 28,409
Chargebacks	\$ 157,038	\$ 110,333
Contracted Services	\$ 297,000	\$ 112,988
LaBaye Historic Project	\$ 20,000	\$ 10,400
Charges to County Departments	\$ 3,720	\$ 4,672
Transfer Fees	\$ 490,000	\$ 373,611
Charges for Sales & Services	\$ 1,471,375	\$ 762,891
Property Taxes	(\$750,783)	(\$370,316)

HIGHLIGHTS:

Revenues: Transfer fees on target. Revenue from recording real estate documents lower than anticipated. Expenses: contracted services reduced due to reduction in redaction fees.

**Register of Deeds -
January - September 2014**



REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4470 FAX (920) 448-4449

E-Mail: williquette_ca@co.brown.wi.us

CATHY WILLIQUETTE LINDSAY CPM

Register of Deeds

To: Planning Development & Transportation Committee

From: Cathy Williquette Lindsay

Date: October 10, 2014

Re: LaBaye Project 3rd Quarter Deliverables

Progress continues on the LaBaye historical website project as scheduled.

Updates to the website during the 3rd quarter include designing the "What's New" website page (currently assessable through a secure link). Documents and materials scanned and uploaded for 75 families. By the end of October information from 100 families should be available for public viewing.

Pursuant to the terms in the Professional Services Contract executed with Wise Women's Gathering Place I have verified that the third quarter deliverables for this project have been met. I respectfully request payment in the amount of \$4,700 be made to Wise Women's Gathering Place.





Wise Women Gathering Place
2482 Babcock Road
Green Bay, WI 54313

Invoice

Phone: (920) 490-0627 Fax: (920) 490-0922
email: jvan@wisewomengp.org

Date	Invoice #
10/1/2014	665

Bill To
Brown County Purchasing 305 E. Walnut St., 5th Floor P O Box 23600 Green Bay, WI 54305-3600

Ship To
Cathy Williquette

P.O. Number

Terms
Due on receipt

Ship
10/1/2014

Via
Email

Project
LaBaye Contract

Quantity	Item Code	Description	Price Each	Amount
	Govt-Local	Nine3Nine Creative designed "What's New" website page and a list of all items was compiled for the 2014 additions to date, which will appear on that page when launched for public viewing. Documents and materials were scanned and in dropbox for the names beginning with M-R for "families and Individuals" section. All work is complete	4,700.00	4,700.00
Yaw^ko--Thank you			Total	\$4,700.00

Brown County
Planning
Budget Status Report

9/30/2014

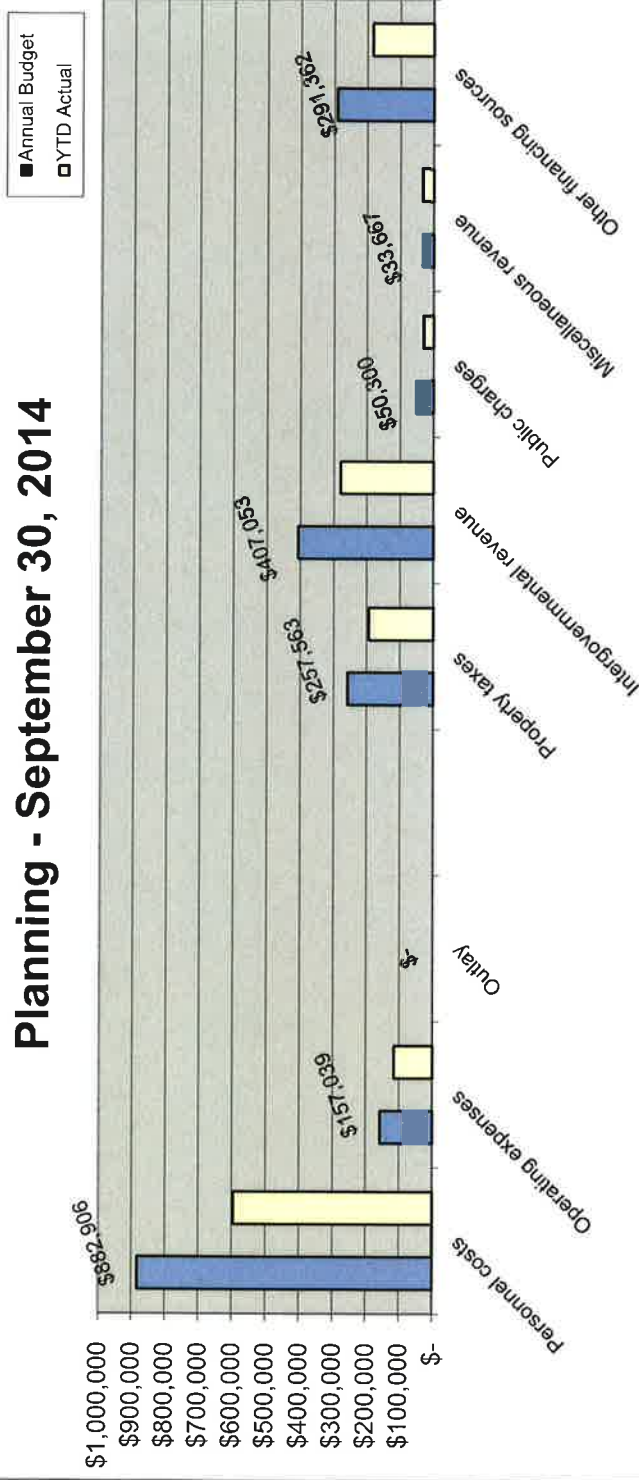
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 882,906	\$ 595,319	67.43%
Operating expenses	\$ 157,039	\$ 115,534	73.57%
Outlay	\$ -	\$ -	NA
Property taxes	\$ 257,563	\$ 193,172	75.00%
Intergovernmental revenue	\$ 407,053	\$ 279,729	68.72%
Public charges	\$ 50,300	\$ 30,086	59.81%
Miscellaneous revenue	\$ 33,667	\$ 33,787	100.36%
Other financing sources	\$ 291,362	\$ 182,742	62.72%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - September 30, 2014



2

9/30/2014

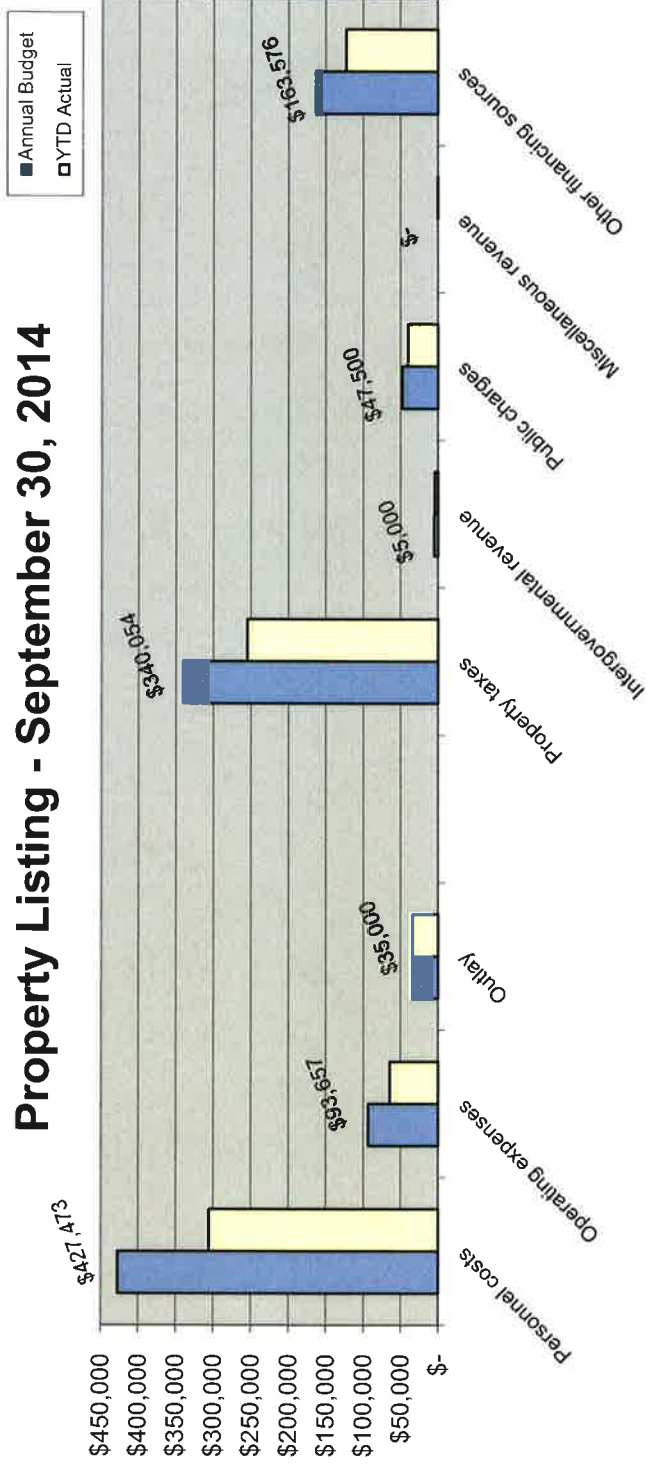
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 427,473	\$ 305,687	71.51%
Operating expenses	\$ 93,657	\$ 64,417	68.78%
Outlay	\$ 35,000	\$ 34,707	99.16%
Property taxes	\$ 340,054	\$ 255,040	75.00%
Intergovernmental revenue	\$ 5,000	\$ 4,155	83.10%
Public charges	\$ 47,500	\$ 40,322	84.89%
Miscellaneous revenue	\$ -	\$ 27	NA
Other financing sources	\$ 163,576	\$ 122,682	75.00%

HIGHLIGHTS:

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

Property Listing - September 30, 2014



Brown County

Zoning

Budget Status Report

9/30/2014

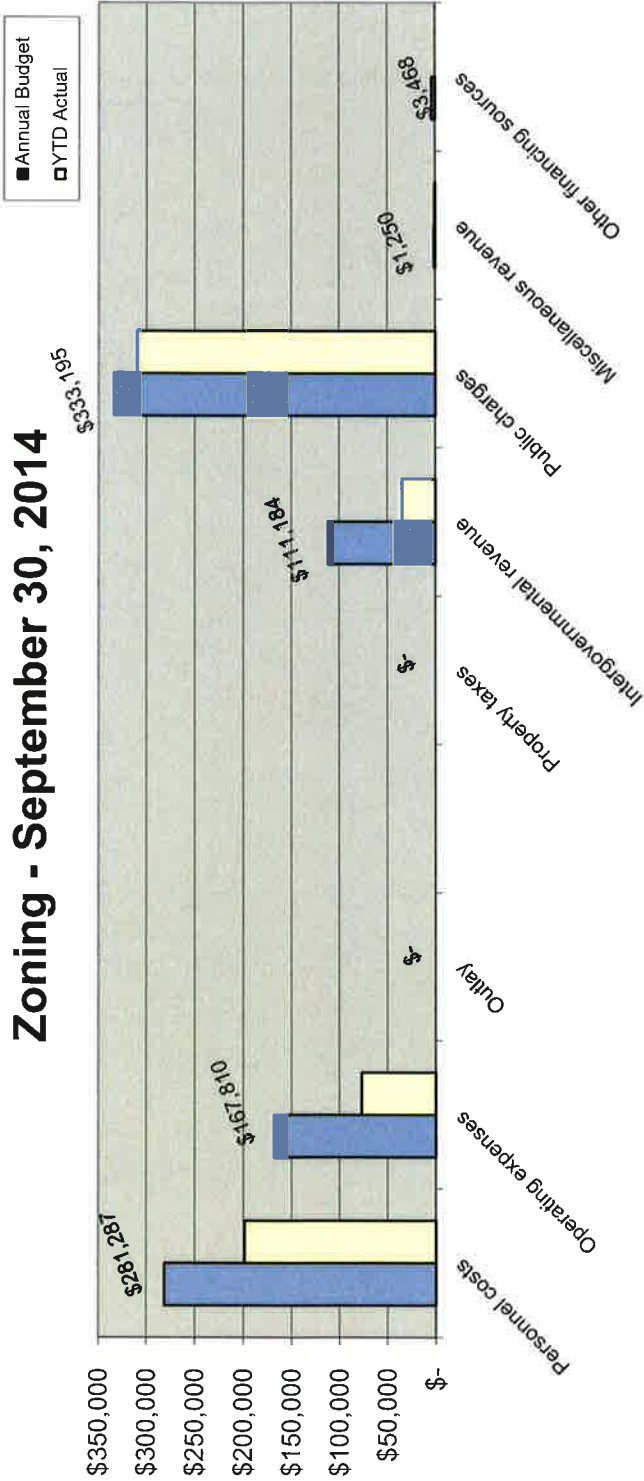
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 281,287	\$ 198,636	70.62%
Operating expenses	\$ 167,810	\$ 76,851	45.80%
Outlay	\$ -	\$ -	NA
Property taxes	\$ -	\$ -	N/A
Intergovernmental revenue	\$ 111,184	\$ 35,175	31.64%
Public charges	\$ 333,195	\$ 309,222	92.81%
Miscellaneous revenue	\$ 1,250	\$ 500	40.00%
Other financing sources	\$ 3,468	\$ -	0.00%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: Public charges are progressing at our anticipated rate.

Zoning - September 30, 2014



Brown County Port & Resource Recovery Department

Port Area Budget Status Report

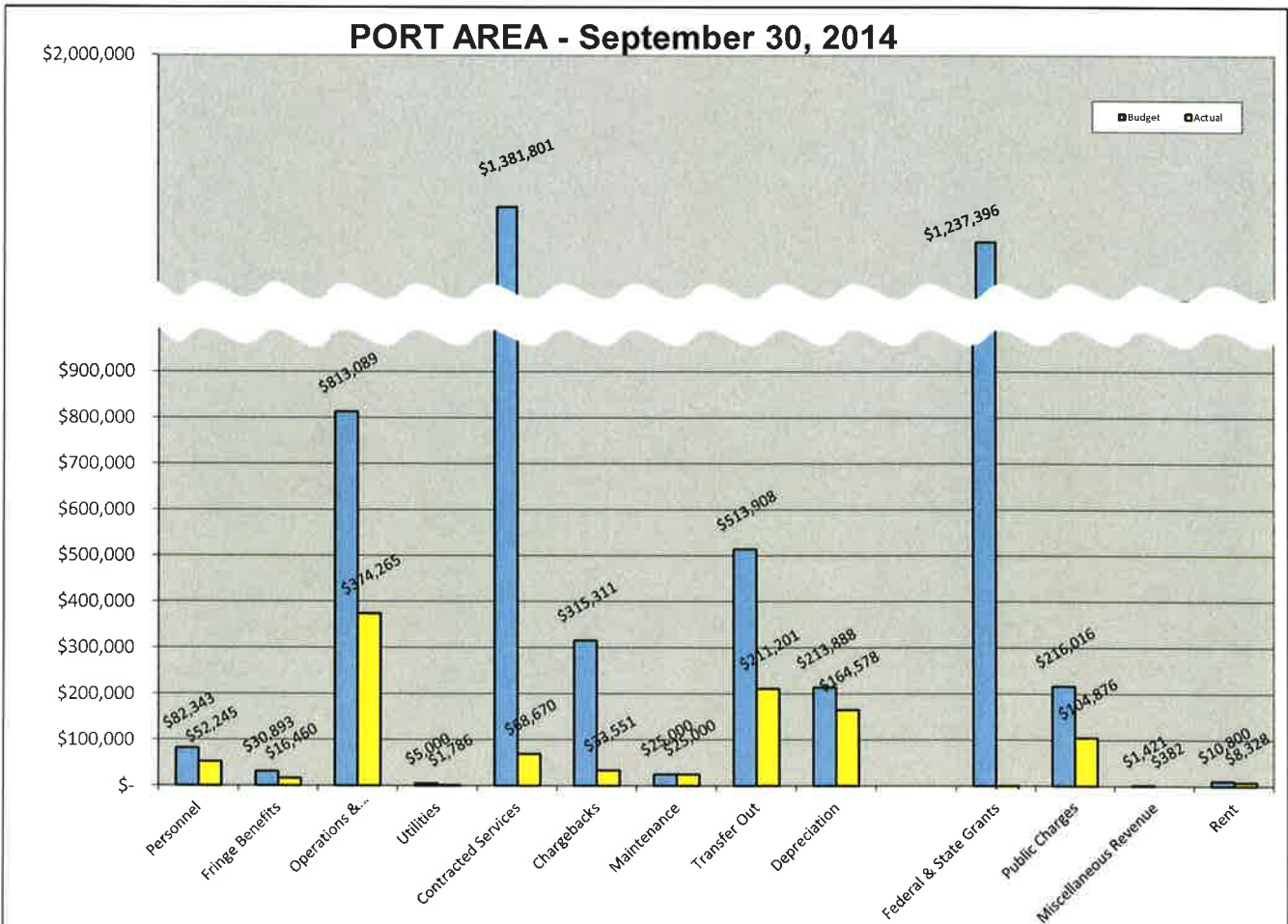
September 30, 2014

Account Descriptions	Annual Budget	YTD Actual	% of Budget
Expense			
Personnel	\$ 82,343	\$ 52,245	63%
Fringe Benefits	\$ 30,893	\$ 16,460	53%
Operations & Maintenance	\$ 813,089	\$ 374,265	46%
Utilities	\$ 5,000	\$ 1,786	36%
Contracted Services	\$ 1,381,801	\$ 68,670	5%
Chargebacks	\$ 315,311	\$ 33,551	11%
Maintenance	\$ 25,000	\$ 25,000	100%
Transfer Out	\$ 513,908	\$ 211,201	41%
Depreciation	\$ 213,888	\$ 164,578	77%
Revenue			
Federal & State Grants	\$ 1,237,396	\$ (156,557)	-13%
Public Charges	\$ 216,016	\$ 104,876	49%
Miscellaneous Revenue	\$ 1,421	\$ 382	27%
Rent	\$ 10,800	\$ 8,328	77%
Interest	\$ 92,000	\$ 77,056	84%
Transfer In	\$ 1,948,640	\$ 165,690	9%

HIGHLIGHTS:

Expenses: Contracted Services budget intended to be used for the Cat Island project. Off-loading facility dredging completed. Project close out deferred to 2015. Lineville Road work will be done by the Corps and not by Public Works under chargebacks. All other expense categories are on target.

Revenues: Transfer In and Federal Grants intended to fund County portion of the Cat Island off-loading facility dredging and Lineville Road work. Project close out deferred to 2015. Other revenue is on target.



Brown County Port & Resource Recovery Department

Resource Recovery Area Budget Status Report

September 30, 2014

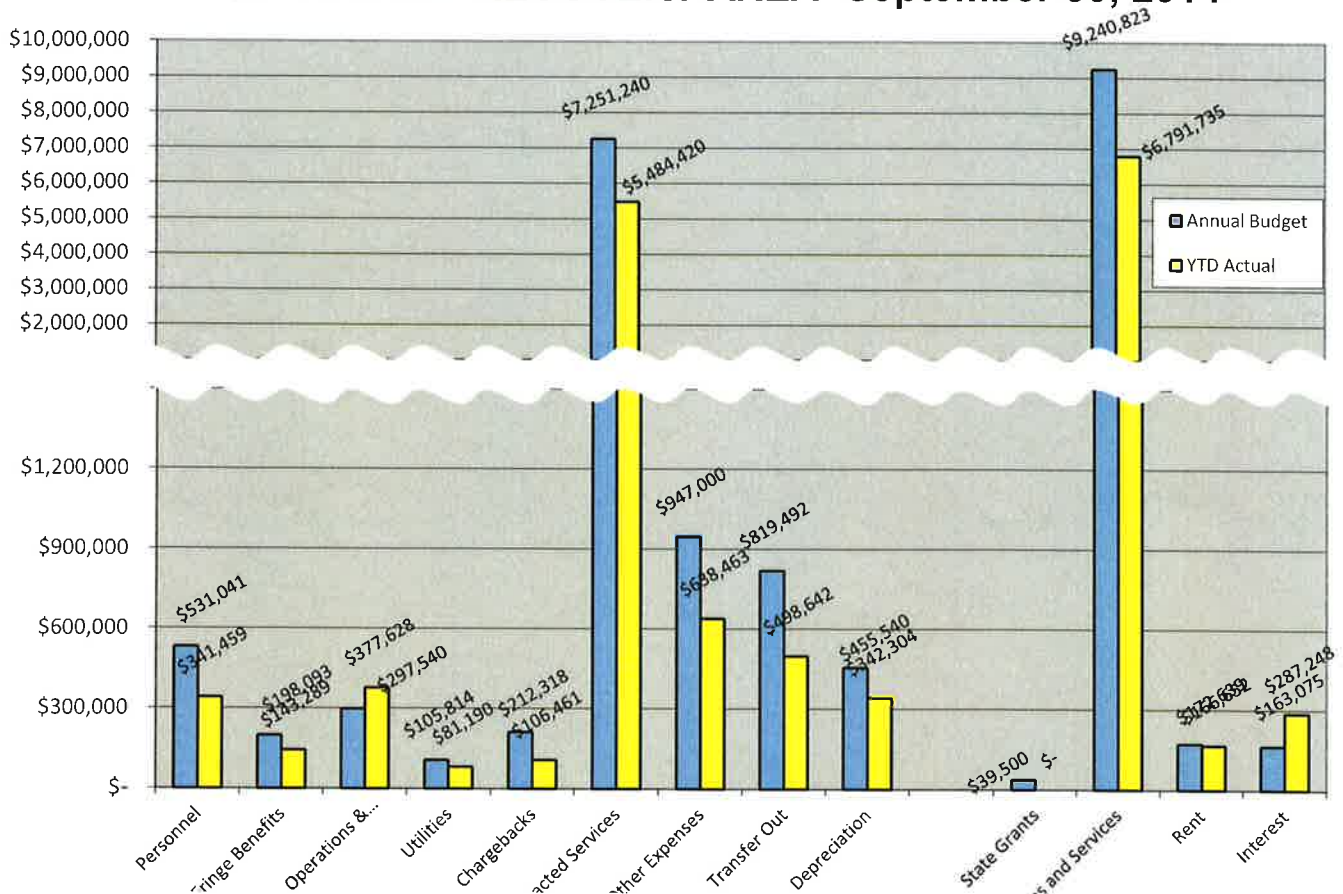
Account Descriptions	Annual Budget	YTD Actual	% of Budget
Expenses			
Personnel	\$ 531,041	\$ 341,459	64%
Fringe Benefits	\$ 198,093	\$ 143,289	72%
Operations & Maintenance	\$ 297,540	\$ 377,628	127%
Utilities	\$ 105,814	\$ 81,190	77%
Chargebacks	\$ 212,318	\$ 106,461	50%
Contracted Services	\$ 7,251,240	\$ 5,484,420	76%
Other Expenses	\$ 947,000	\$ 638,463	67%
Transfer Out	\$ 819,492	\$ 498,642	61%
Depreciation	\$ 455,540	\$ 342,304	75%
Revenue			
State Grants	\$ 39,500	\$ -	0%
Sales and Services	\$ 9,240,823	\$ 6,791,735	73%
Rent	\$ 172,639	\$ 166,652	97%
Interest	\$ 163,075	\$ 287,248	176%
Intra-gov. Charges	\$ 628,278	\$ 353,600	56%

HIGHLIGHTS:

Expenses: On target. Operation and Maintenance cost exceeded budget as a result of \$125,000 additional cost rebuilding of both Gas-to-Energy engines

Revenues: Increase interest revenue due changes in long-term investments. State HHW Grant not yet received. Pre-paid rent received.

RESOURCE RECOVERY AREA -September 30, 2014





Memorandum

Foth Infrastructure & Environment, LLC
2121 Innovation Court, Suite 300
P.O. Box 5126 • De Pere, WI 54115-5126
(920) 497-2500 • Fax: (920) 497-8516
www.foth.com

October 10, 2014

TO: Dean Haen, Brown County Port & Resource Recovery Department
Chad Doverspike, Brown County Port & Resource Recovery Department
Mark Walter, Brown County Port & Resource Recovery Department

CC: Chris Anderson, Foth Infrastructure & Environment, LLC
Dan Michiels, Foth Infrastructure & Environment, LLC

FR: Marty Sturzl, Foth Infrastructure & Environment, LLC *MRS*

RE: Brown County South Landfill – Landfill Options Analysis

The purpose of this memorandum is to evaluate potential modifications to the Brown County South Landfill to maximize the currently permitted airspace, avoid an existing electric transmission line easement and allow for potential expansion. In addition, options will be presented which outline different approaches to the permitting process.

Background

The permitted airspace for the South Landfill was defined in the following two Wisconsin Department of Natural Resources (WDNR) approvals:

- ♦ October 23, 1996 Feasibility Determination (FD)
- ♦ April 7, 1999 Conditional Plan of Operation (POO) Approval

The FD permitted an airspace of 9,355,148 cubic yards (cy) for municipal solid waste (MSW) and 3,696,323 cy for paper mill sludge in a separate monofill. This airspace cannot be increased without going through a new feasibility process, which would require public hearings and renegotiating the host agreement.

The POO approval was for the MSW disposal area only and established a design capacity of 8,024,838 cy (for MSW). The reduction of ~1.3 million cy of airspace was due to raising the base elevation of the landfill during the POO permit process.

The POO approval has expired. A new POO permit application will need to be submitted and approved prior to starting construction. The lost airspace can be recouped by lowering the base grades.

The FD also established the footprint or waste limits for the two disposal areas. Any future designs must stay within those footprints. Also, the airspace cannot be increased. A feasibility modification would be required if the waste limits were modified to go beyond the original footprint. The feasibility modification permitting may be less rigorous than the full feasibility determination process, but it would be subject to public informational and/or contested case hearings. A feasibility modification would not trigger a requirement to renegotiate the local agreements.

Waste Limits

The approved waste limits are shown on Figure 1. A major electric transmission line is located along the western edge of the landfill property. The overhead transmission line is owned by ATC, which was granted a 220' to 250' wide easement. The easement is shown on Figure 1.

Based on experience, MSW could not be placed within the easement without approval from ATC. Development (by Brown County) within the easement would be limited to minor earthwork. No structures can be erected within the easement without modifying the language within the easement agreement. Foth has adjusted the design footprint to avoid the ATC easement as described below.

The approved waste limits are shown on Figure 1. As shown in Figure 1, the waste limits are encroaching into the easement by ~80'.

Capacity

As stated above, the POO design capacity established was substantially less than the 9,355,148 cy permitted in the FD due to the base grades being raised. Foth has adjusted the design to capture some of this lost airspace by lowering the base grades and through other modifications as described below.

Design Modifications

Design modifications will be necessary to maximize the site life of the South Landfill. A preliminary re-design of the base grades is shown on Figure 2. The following modifications are reflected on Figure 2:

- ♦ Waste Limits – The waste limits along the power line easement were moved so that all waste would be located outside of the easement. The perimeter berm and a maintenance road would be located along the inside edge of the easement. The berm/road would be a maximum of 4 feet (') above the existing ground. The original waste limits were ~71 acres. The revised waste limits are ~68 acres.
- ♦ Phasing – The FD maximum airspace of 9,355,148 cy would provide 12 to 13 years of site life for the BOW system based on current filling rates. Foth recommends 3 liner construction phases as shown on Figure 2.
- ♦ Leachate Management – Each phase would slope to a single leachate extraction sump (per phase). The sumps would be located in areas so that any controls or pump

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buildings would be located outside of the easement and not along the eastern perimeter (to avoid conflict with future expansion). The leachate would be pumped through a force main to the storage tank locations. The conceptual leachate management system is shown on Figure 2.

- ♦ Base Grades – The base (top of clay liner) grades are shown on Figure 2. The grades were lowered to regain some of the airspace reduced in the POO. The grades were lowered using the feasibility design as the lowest elevation they could be dropped to.
- ♦ Top of Waste Grades – The top of waste grades were modified to 4(horizontal):1(vertical) instead of the current 4.5:1 grades used in the 1999 POO. This is the maximum slope allowed by WDNR. The top of waste grades are shown on Figure 3.
- ♦ Airspace – The airspace available based on the modified base grades and top of waste grades is **9,087,000 cy**. This is less than original FD airspace. Additional airspace may be obtained by lowering the base grades below the feasibility grades. This would likely require a feasibility modification and potentially more soil borings to meet the WDNR code, which requires borings to extend a minimum of 25' below the liner.

Potential for Future Expansion

As stated above, the existing permitted airspace will provide 12 to 13 years of site life for the BOW system. This is a relatively short time frame for a regional facility. It will be important to maximize use of the property to justify the investment in the cost of the property acquisition, permitting, and infrastructure construction required to develop a site.

The area to the east of the South Landfill would provide the most efficient expansion potential. The potential expansion area is shown on Figure 4. Preliminary evaluation of the expansion area indicates an additional airspace capacity of 12-14 million cy is possible. This would provide an additional 15 years of site which is the maximum volume permitted for a single expansion.

Preliminary Soils Balance

The following is a summary of the estimated amount of excavation required to achieve the preliminary subbase grades for the South Landfill.

Description	Area, acres	Excavation Volume, cy ¹
South Landfill	68	3,300,000

The following is a summary of preliminary soil needs for construction and operation of the South Landfill.

18a

Description	Area, acres	Excavation Volume, cy ¹
4' Clay Liner	68	440,000
Cover Soils (5')	68	550,000
Misc. Berm Const.		70,000
Daily/Intermediate Cover (5% of airspace)		454,000
Totals =	Totals =	1,514,000

¹ volumes are in-place

Based on the preliminary estimate, there will be a 1.79 million cy excess of soil materials resulting from the construction of the South landfill. This estimate is based on the 1990 topographic map prepared by Aero-Metrics. The estimate does not account for any earthwork which has occurred since the map was produced.

Permitting Options

The following options have been identified for development of the South Landfill:

- ♦ Option 1 – POO Re-design
- ♦ Option 2 – Feasibility Modification
- ♦ Option 3 – New Feasibility Determination

Each option is discussed below:

Option 1 – POO Re-design

Option 1 consists of modifying the POO design to maximize the available airspace within the footprint established by the FD. These modifications are summarized on Figures 2 and 3. The modifications would create ~9,087,000 cy of airspace. A meeting with the WDNR is recommended to confirm the revisions would not require a feasibility modification.

Option 2 – Feasibility Modification

Option 2 would consist of modifying the current design to regain the entire 9,355,148 cy of MSW airspace permitted by the FD. The modifications would include lowering the base grades and expanding the waste limits to the east. This option but would be subject to public informational and/or contested case hearings. It would not trigger a requirement to renegotiate the local agreements.

Option 3 – New Feasibility Determination

Option 3 would consist of beginning the feasibility process over and creating a design with the maximum airspace allowed based on the South Landfill being the regional landfill for the BOW waste system. An airspace of 12 to 14 million cy could likely be justified to provide a maximum 15-year site life. A new feasibility report would be required, in addition to renegotiation of the local agreements.

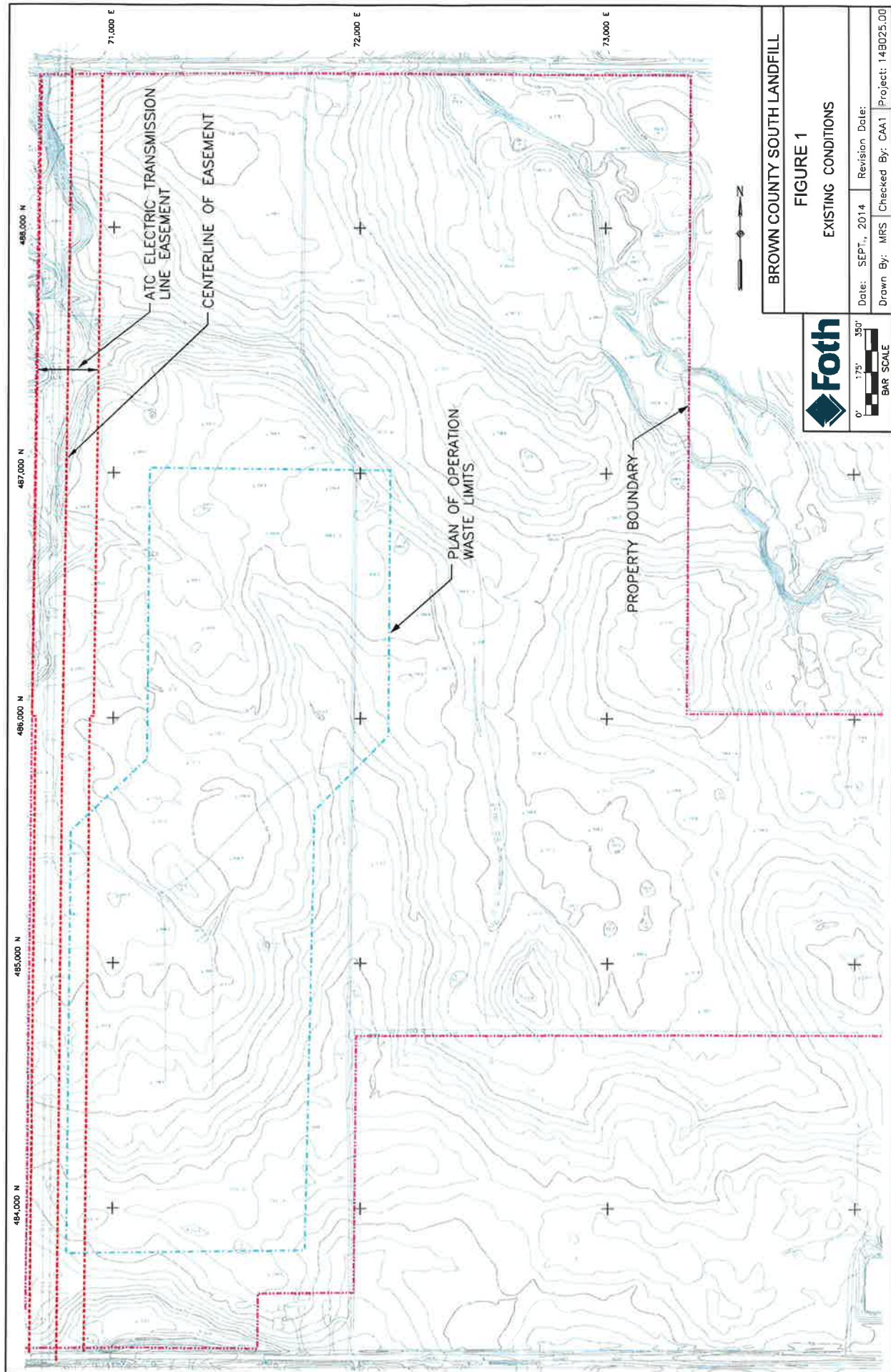
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Summary/Recommendations

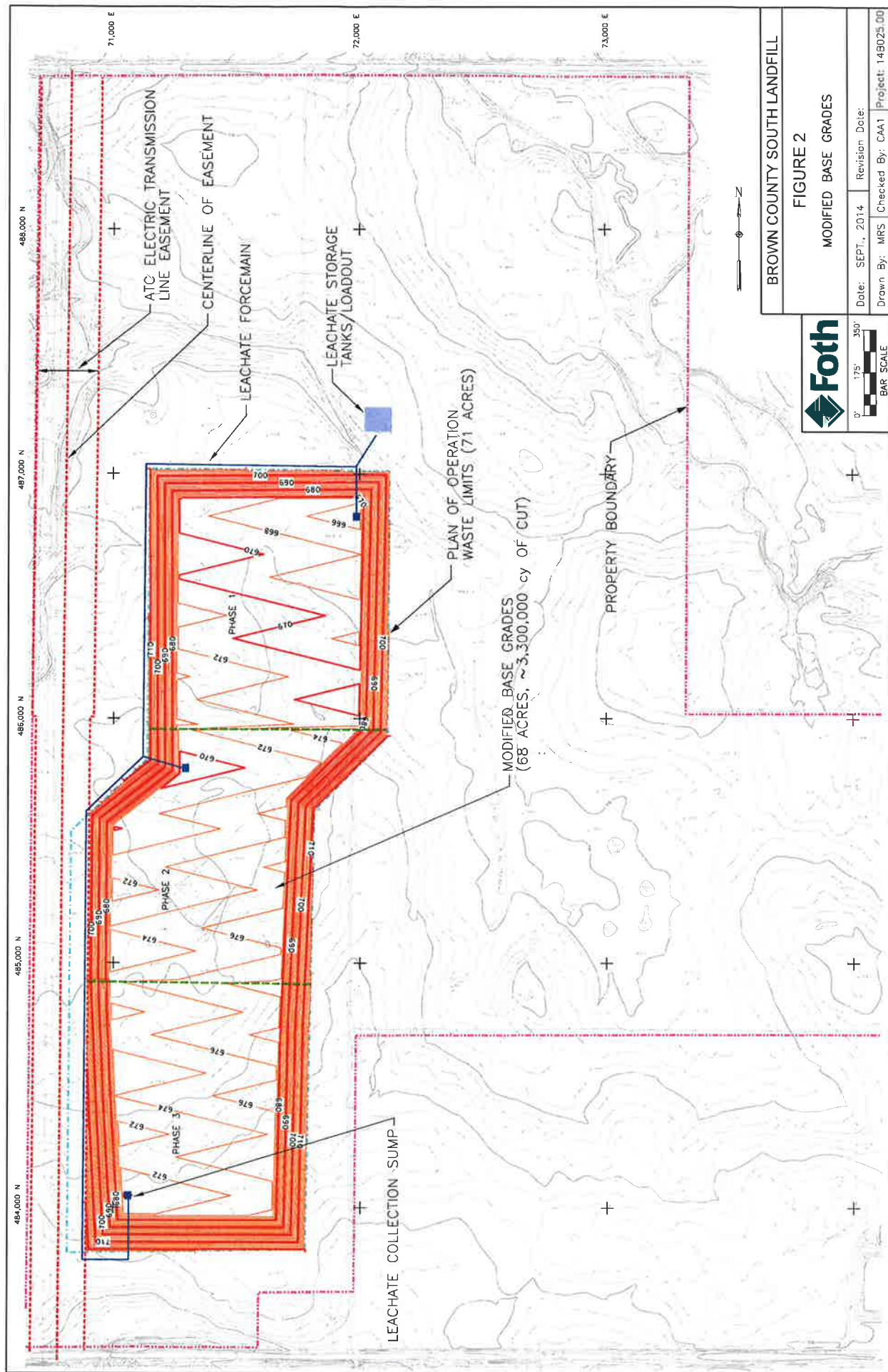
The existing POO for the South Landfill has expired and will need to be re-submitted. Foth has identified three options for initial development of the South Landfill. Option 1 is recommended to create the maximum amount of airspace without risking potential opposition created by a public hearing process.

Foth recommends presenting preliminary design concepts to the WDNR to confirm they would not require a feasibility modification.

Attachments



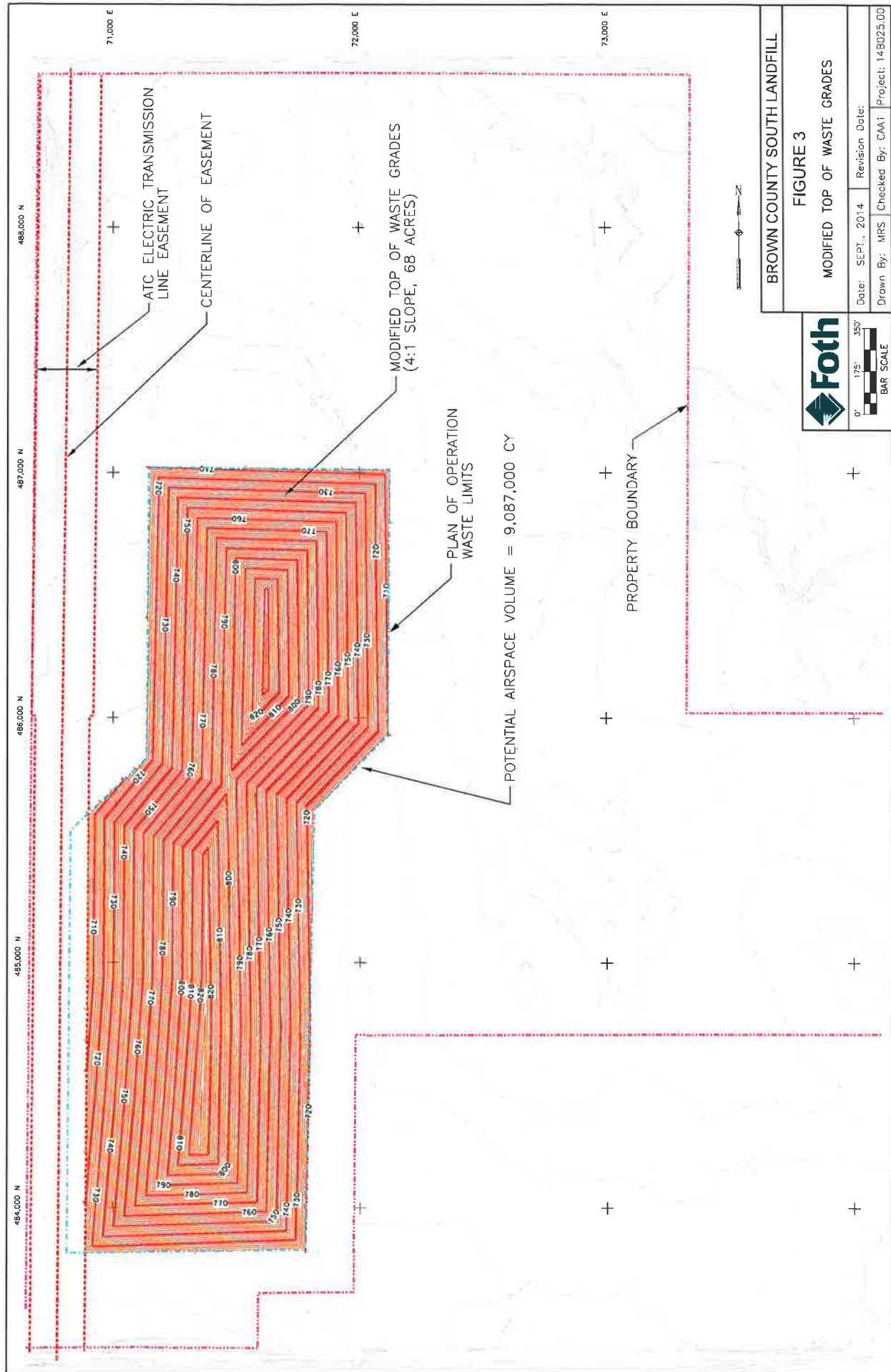
XX:\BREV\2014\14B025-00\CD\Figures\Figure 1 Existing Site Conditions.dgn
10/9/2014 11:42:03 AM



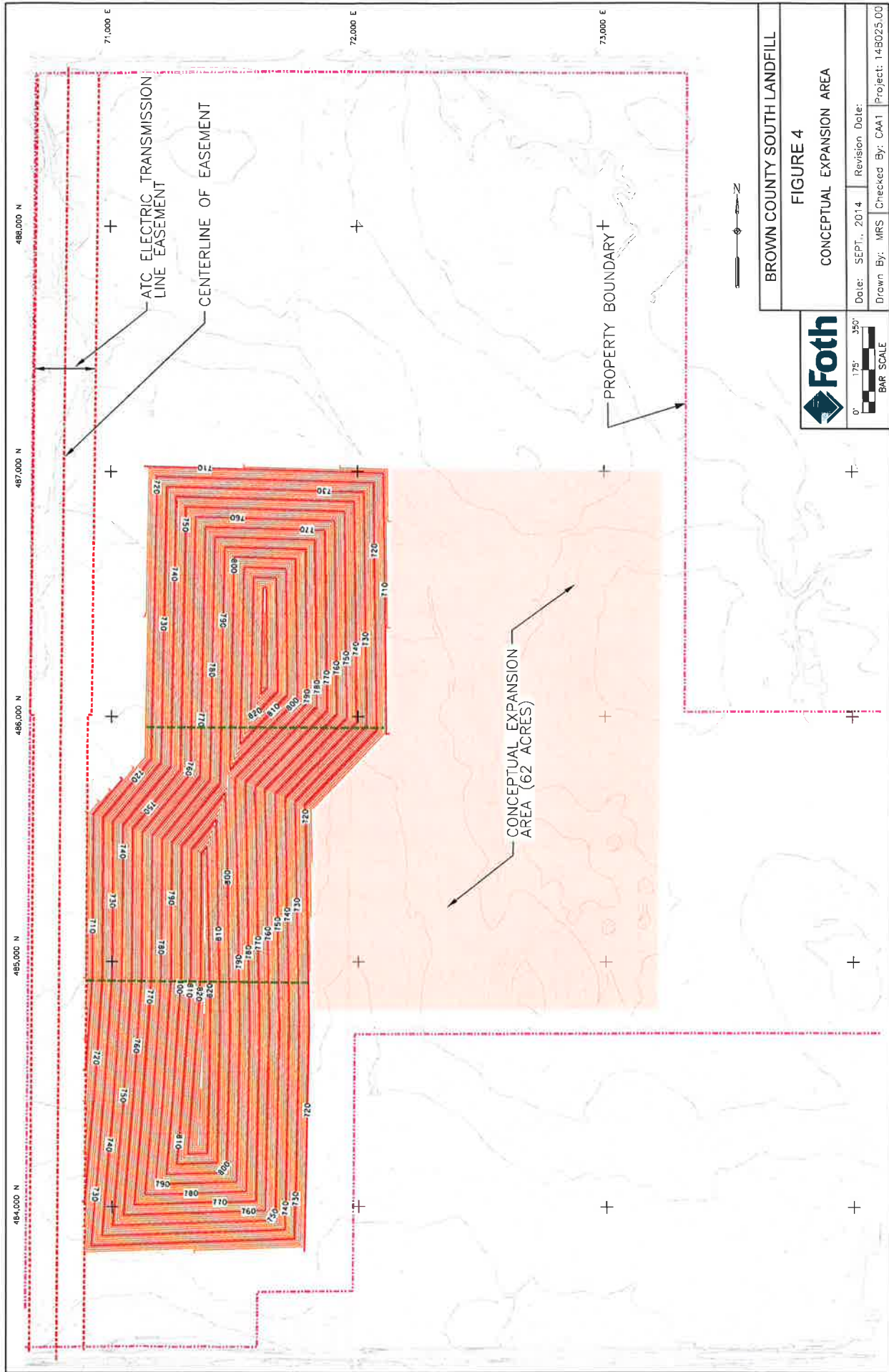
Date: SEPT., 2014		Revision	Date:
Drawn By: MRS		Checked By: CM1	Project: 143025.00

K:\DWG\1301A\143025-00\DWG\Figure 2 Base Grades.dwg
15/9/2014 11:41:24 AM

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X:\GWA\2014\148025-00\CAO\Figure 3 TOP OF WASTE.dwg
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10/9/2014 11:54:35 AM



**Brown County Port and
Resource Recovery Department**

**Brown County Policy and Procedures
For Review of Unsolicited Proposals
for the South Landfill Resource Recovery Park**

Draft as of September 24, 2014



Table of Contents

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3. Definitions	1
4. Proposal Responsibilities.....	2
5. Proposal Requirements	2
6. Review Procedure.....	3

1. Purpose

The Brown County Port and Resource Recovery Department (BC) encourages the submission of new and innovative ideas in response to County needs or any BC-initiated solicitation or program. When the new and innovative ideas do not fall under topic areas publicized through BC programs or requests, the ideas must be submitted as unsolicited proposals. The purpose of this procedure is to specify the means by which organizations can submit proposals and how BC will respond to them.

2. Scope

This policy and procedures clarifies the process for organizations to submit unsolicited proposals and what information must be provided for BC to review and respond.

3. Definitions

- 3.1. Unsolicited Proposal** - An unsolicited proposal is an offer initiated and submitted to BC, without solicitation from the County, with the objective of obtaining a contract. A valid unsolicited proposal must
- ♦ Be innovative and unique;
 - ♦ Be independently originated and developed by the Proposer;
 - ♦ Be prepared without BC supervision, endorsement, direction, or direct BC involvement;
 - ♦ Include all of the information identified in Section 5.5 of this document;
 - ♦ Include sufficient detail to permit a determination that BC support could be worthwhile and the proposed work could benefit the County in its pursuit of fulfilling its mission;
 - ♦ Not be an advance proposal for an item, project, or material that BC is required to acquire through competitive means and if found to be so at any time during the submission process, BC maintains the right to cease discussions at the County's sole discretion;
 - ♦ Not address a previously published BC solicitation for proposals.
- 3.2. The Brown County Solid Waste Management Board ("SW Board")** is the body that sets policy for the Brown County Port and Resource Recovery Department's solid waste services. It is authorized by Wisconsin State Statute and Chapter 12 of the Brown County Code of Ordinances.
- 3.3. The Brown County Board of Supervisors ("Board")** is the legislative body of the County. Authority for final decisions on unsolicited proposals rests with the Board. Contract approval is the authority of the County Board.
- 3.4. Brown County Port & Resource Recovery Department (BC)** is an enterprise fund of Brown County. The resource recovery programs of the Department offers cost effective and sustainable solid waste and recycling management services to municipal, commercial, industrial and residential interests.
- 3.5. Brown-Outagamie-Winnebago (BOW) System** - The Department is part of a three county regional system with Brown, Outagamie and Winnebago Counties known as the "BOW". The three counties have entered into agreements for both waste disposal and recycling activities. The three counties coordinate their waste disposal using each county-run landfill in sequence thereby sharing in the benefits of economies of scale.

The three counties also coordinate selected recycling activities including planning and operation of the Tri-County materials recovery facility ("Tri-County MRF").

4. Proposal Responsibilities

- 4.1. **BC Staff** are responsible for making application requirements easily accessible to external groups and for receiving, processing, and following up in a timely manner with each proposal. BC staff will make an initial determination of whether the proposal is complete (i.e., meets the criteria outlined in Section 5.0) and communicate with Proposers. Staff is responsible for researching proposals when necessary, for bringing proposals to the Board, and for working with Proposers. The County may use outside consultants as it pertains to further evaluation of a project in terms of technical and economic feasibility.
- 4.2. The **Board** is responsible for adhering to established policies and resolutions with regard to BC's bidding procedures. BC Staff is responsible for reviewing the BC staff, Corporate Counsel and/or outside consultant recommendations to proceed on proposals. The Board has final authority on budget and contracts.
- 4.3. **Proposers** are responsible for following this policy and procedures. Proposers shall restrict their communications about pending proposals to Department staff.

5. Proposal Requirements

5.1. Basic Information

- ◆ Name and address and type of organization (i.e., business, for-profit, non-profit, educational, etc.).
- ◆ Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes.
- ◆ Identity of proposed proprietary data (pursuant to Section 5.3) to be used only for evaluation purposes.
- ◆ Names of other agencies or parties receiving the proposal or funding the proposed effort.
- ◆ Date of submission.
- ◆ Signature of person(s) authorized to represent and contractually obligate the Proposer.

5.2. Technical Information

- ◆ Concise description (approximately 200 words) of proposed effort,
- ◆ Objectives of effort/activity, method of approach and extent of effort to be employed, the nature and extent of anticipated results, and how work will help support accomplishment of County's mission and Strategic Solid Waste Management Plan.
- ◆ Names and biographical information on Proposer's key personnel who would be involved, including alternates, and their related experience.
- ◆ Type of support needed from BC (e.g., facilities, equipment, materials, or personnel resources).
- ◆ Beneficial impact to BC in the following areas:
 - ▶ Economics.
 - ▶ Diversion/recycling.

- Solid Waste Strategic plan.
- Effect on BC's communities.
- Negative impacts to BC in case of failure.

5.3. Financial Information

- ◆ Project business plan and supporting documentation.
- ◆ Project financials and pro-forma for the project for years 1 to 5 showing return on investment (ROI), cash flow, and profitability.
- ◆ Source of capital and operational funding for the proposed project.
- ◆ Complete financial statements of the Proposer – Balance Sheet, Income Statement, and Cash Flow Statements for the past 2 years. If available, such documents should be prepared by a third party CPA firm.
- ◆ Proposer's ownership structure and list of principal owners.
- ◆ Proposer's primary banking institution and bank executive name and contact information for financial references.
- ◆ Other business references (names and contact information) such as current customers or vendors.

5.4. Supporting Information

- ◆ Proposed price or total estimated cost for the effort in sufficient detail for meaningful evaluation.
- ◆ Period of time for which the proposal is valid (a six month minimum is suggested).
- ◆ Type of contract preferred.
- ◆ Express written authorization from Proposer for BC and/or its outside consultants and/or experts to conduct appropriate personal background checks inclusive of criminal, credit bureaus, etc. at their sole discretion.
- ◆ Contact information and authority for BC and/or its outside consultants to verify financial wherewithal.
- ◆ Note: If any of the above listed items in Section 5 are determined to be incomplete or unacceptable, the proposal may be rejected at the sole discretion and authority of Brown County. A written record with related supporting documentation will be provided to the Proposer(s).

6. Review Procedure

- 6.1. This procedure will be periodically reviewed by BC Department staff. If modifications are needed SW Board approval will be sought.
- 6.2. Only proposals that are submitted in full will be considered for review.
- 6.3. No proposal will be considered that would result in a net reduction or elimination of any portion of the revenue stream that is received by Brown County or BOW System facilities.
- 6.4. All unsolicited proposals will be subject to the following terms:
 - ◆ Requests for confidentiality will be subject to the provisions of the Wisconsin Public Records and Property Law (Chapter 19, Subchapter II, 19.21 - Custody and Delivery of

Official Property and Records).

- ♦ All information and supplemental materials provided to BC as part of the process is subject to Wisconsin Public Records and Property Law. Any request will be subject to provisions of this law.
- ♦ If an unsolicited proposal includes data that the Proposer does not want disclosed to the public for any purpose or used by BC except for evaluation purposes, the title page must be marked with the following legend:

Use and Disclosure of Data

This proposal includes data that shall not be disclosed outside BC and shall not be duplicated, used, or disclosed - in whole or in part- for any purpose other than to evaluate this proposal unless disclosure is required by law. However, if a contract is awarded to this Proposer as a result of or in connection with- the submission of these data, BC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit BC's right to use information contained in these data if they are obtained from another source without restriction. Note: BC's outside consultants are bound by this non-disclosure as it would pertain to customary client-agent relationships / agreements.

- ♦ The Proposer shall mark each sheet of data it wishes to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
- ♦ If BC's Board approves of a proposal, the final selection of the vendor will be subject to BC's bidding / procurement procedures.
- ♦ BC reserves the right to implement unilaterally this policy and procedures for unsolicited proposals.

6.5. Initial BC Staff Review

- ♦ Prior to initiating a comprehensive evaluation, BC shall determine if the proposal.
 - Is a valid unsolicited proposal as defined in 2.1;
 - Is suitable for submission in response to an existing BC requirement (See Section 1.0);
 - Is related and consistent with BC's and the BOW System's mission statement and BC Strategic Solid Waste Management Plan (June 18, 2012);
 - Contains sufficient technical information and cost-related or price-related information for evaluation;
 - Has overall waste diversion/recycling and cost-effective merit for BC and local communities;
 - Can result in positive improvements to solid waste management and recovery;
 - Financial capability of Proposer to capitalize and operate proposed venture;
 - Proven track record and requisite experience in operation and management of this or similar projects;
 - Reference-ability of Proposer(s) of current and past clients, suppliers, related professionals;
 - Has been approved by a representative authorized to obligate the Proposer contractually; and

- Complies with the marking requirements of Section 6.4.
- ♦ If a proposal meets the above requirements, BC staff shall acknowledge receipt of the proposal in writing with instructions as to the next steps of the process and will proceed with a comprehensive evaluation of the proposal.
- ♦ If a proposal fails to meet the above requirements, BC staff shall acknowledge receipt of the proposal in writing with an explanation of how the proposal fails to meet the procedural requirements (Section 5 and 6). The Proposer can resubmit a completed proposal.

6.6. Comprehensive Evaluation

- ♦ When performing a comprehensive evaluation of an unsolicited proposal, BC staff shall consider the following factors as well as any additional factors deemed appropriate at the sole discretion of BC and its outside consultants for the specific proposal:
 - Unique, innovative and meritorious methods, approaches or concepts demonstrated by the proposal;
 - Potential contribution of the effort to BC's mission and Strategic Solid Waste Management Plan;
 - Overall waste diversion/recycling and cost-effective merits for BC and its member communities;
 - Potential impact on economics;
 - Potential required investments of labor, equipment or facilities by BC;
 - The Proposer's capabilities, including:
 - ♦ financial capability of the Proposer to capitalize and operate proposed venture,
 - ♦ related experience, including descriptions of previous projects completed or currently in operation, facilities with addresses and names of relevant contact information, techniques, or unique combinations of these that are integral factors to achieving the proposal objectives.
 - The express written authorization from the Proposer for BC and I or its outside consultants to contact supplied references and verify all of the above with relevant documentation and records, professional and personal reference checks, credit bureau checks, criminal background checks,
 - The realism of the proposed cost.

6.7. Review

- ♦ The SW Board will review all recommendations from BC staff and outside consultants and make such decisions as to whether more information is needed, if the proposal has merit enough to make a determination to proceed, or if the proposal should not proceed.
- ♦ Once a proposal has been reviewed and recommended by BC staff, it will be presented to the SW Board for review at a regularly-scheduled board meeting.
- ♦ All contracts require County Board approval.

ADDENDUM NO. 2

SOLID WASTE MANAGEMENT SERVICES AGREEMENT

BETWEEN

VILLAGE OF ASHWAUBENON AND BROWN COUNTY

This Addendum No. 2, is incorporated into and made part of the Solid Waste Management Services Agreement entered into on the 28th day of December 2012, between Village of Ashwaubenon ("Customer") and Brown County, Wisconsin ("Brown County"), through its Port and Solid Waste Department, which department in 2013, was renamed "Port and Resource Recovery. Hereinafter Customer and Brown County may be referred to in the singular as "Party" or in the plural as "Parties."

RECITALS

WHEREAS, Customer and Brown County entered into a five (5) year Agreement with Addendum No. 1, ("Agreement") on December 28, 2012, which said Agreement is to provide solid waste management services; and,

WHEREAS, the Parties now find it advantageous and desirable to amend said Agreement extending the Initial Term.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

1. The above recitals are true, correct and incorporated herein.
2. The Initial Term under the Agreement between the Parties was five (5) years pursuant to Section 3, commencing on the date of signature by Customer and terminating on December 28, 2017. The Parties desire to extend the Initial Term by three (3) years, until December 28, 2020. Upon the expiration of the Initial Term, this Agreement will automatically renew for additional consecutive terms of five (5) years each (each "Renewal Term" and, collectively with the Initial Term, the "Term") until the Landfill is no longer in use or unless either Party hereto give written notice to the other at least ninety (90) days prior to the end of the Initial Term or the then current Renewal Term, in which case this Agreement shall terminate at the end of the Initial Term or such then current Renewal Term.
3. In all other respects, all the terms and conditions in the December 28, 2012 shall remain in full force and effect.

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ADDENDUM NO. 2
SOLID WASTE MANAGEMENT AGREEMENT
Between Village of Ashwaubenon and Brown County

IN WITNESS WHEREFORE, the undersigned have set their hands and seals the day and year set forth below.

Dated this _____ day of October, 2014.

APPROVED AS TO FORM: _____

Dean R. Haen,
Director Port & Resource Recovery Department

BROWN COUNTY:

VILLAGE OF ASHWAUBENON:

TROY STRECKENBACH
County Executive

MIKE AUBINGER, President



Brown County Food Waste & Organics Drop-off Program

Interested in reducing the amount of waste you toss into your trash can, minimizing your environmental impact, or saving money on your trash bill? Join our food waste drop-off program and this fall you can start bringing your compostable organic waste, dairy, bones, and non-recyclable paper to one of the **Brown County Food Waste & Organics Drop-off Sites**. The Food Waste & Organics Drop-off Program offers even avid backyard composters the opportunity to compost more materials like paper towels, napkins, meat and bones, dairy products, greasy pizza boxes, and much more. **Starting this fall, the Brown County Food Waste & Organics Drop-off Program will start accepting food and organic waste from anyone who lives in Brown County.**

How it works:

- Sign up by completing and emailing the registration form at BrownCountyRecycling.org/organics or by calling (920) 492-4950 to become a part of our Food Waste & Organics Collection program.
- Purchase Biodegradable Products Institute (BPI) certified compostable bags through the Brown County Food Waste & Organics website or at a local grocery or hardware store. Normal plastic bags contaminate our compost and are not allowed.
- Start collecting food scraps, leftovers, nonrecyclable papers and much more at home and bring them to one of our Drop-off Sites. Search “Kitchen Compost Bins” online to see a range of options for collecting material in your home.
- Organics are hauled to an anaerobic digester which generates methane gas which is used to produce electricity. The materials are then composted to create a soil amendment

Sign up today:

Although there will not be a fee for using the Drop-off Site during the next operating year, **all users must complete a new registration form**. Participant’s registration information helps us track how many people are using the Drop-off Site so that we can make sure we have enough scheduled pick-ups to accommodate everyone's materials, and it allows us to share important updates and information with our members and help ensure we keep our collected organics—and the resulting compost-- free of contamination.

Download and fill out the registration form and email or send it to **the Brown County Resource Recovery office** (BC_Resource_Recovery@co.brown.wi.us or 2561 S. Broadway, Green Bay, WI 54304).



2014 Brown County Food Waste & Organics Drop-Off Program Sign Up Form



Name(s): Click here to enter text.		Date: Click here to enter a date.
Home address: Click here to enter text.		Apt. Number: Click here to enter text.
City, State, Zip: Click here to enter text.	Number of people living in your household: Click here to enter text.	
What City/Village or Town do you live in? Choose an item.		
Email address*: Click here to enter text.		
Alternate email address: Click here to enter text.		
Daytime phone number: (Click here to enter text.) Click here to enter text.	Evening phone number: (Click here to enter text.) Click here to enter text.	
Do you currently compost (please check all that apply)? <input type="checkbox"/> Yes – backyard <input type="checkbox"/> Yes – worm <input type="checkbox"/> No – do not compost		Will you continue to compost? <input type="checkbox"/> Yes <input type="checkbox"/> No

*Please include an email address for communication about this program.

Office Use Only

Registration date:	Staff Initials:	Received:
---------------------------	------------------------	------------------

Please return this form to: *Brown County Resource Recovery Department, 2561 S. Broadway, Green Bay, WI 54304* or via email BC_Resource_Recovery@co.brown.wi.us

2014 Brown County Food Waste & Organics Drop-Off Program Sign Up

Please fill in the following demographic information which will be kept confidential:

<p>Number of people living in your household:</p> <p>_____ Adults (18 years and over) _____ Youth (under 18 years)</p>	<p>Zip code:</p> <p>Click here to enter text.</p>
<p>Household Income:</p> <p><input type="checkbox"/> Under \$25,000 <input type="checkbox"/> \$25,000-\$49,999 <input type="checkbox"/> \$50,000-\$74,999</p> <p><input type="checkbox"/> \$75,000-\$99,999 <input type="checkbox"/> \$100,000-\$124,999 <input type="checkbox"/> Over \$125,000</p> <p><input type="checkbox"/> Prefer not to respond</p>	<p>Do you own or rent your current dwelling?</p> <p><input type="checkbox"/> Own <input type="checkbox"/> Rent</p>
<p>Please identify your household's race or ethnicity (check all that apply):</p> <p><input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hawaiian or Other pacific Islander <input type="checkbox"/> Asian or Asian American</p> <p><input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic White</p> <p><input type="checkbox"/> Prefer not to respond</p>	

Food Waste & Organics Drop-Off Program Information



Brown County Food Waste & Organics Drop-off Program

Frequently Asked Questions

When will the program start?

The Food Waste & Organics Drop-off Program will start in November once we have all of the program details fully in place. We are working with UW-Oshkosh to make sure that the list of acceptable items covers as much material as possible. Check our website for updates – BrownCountyRecycling.org/organics

Where are the organic drop-off sites located?

We will have two drop-off sites to start our program; one at the Solid Waste Transfer Station at 3734 W. Mason Street in Hobart and one at the Recycling Transfer Station at 2561 S. Broadway in Ashwaubenon. We are continuing to look for additional sites that can provide a secure drop-off area.



Recycling Transfer Station
2561 S. Broadway



Solid Waste Transfer Station
3734 W. Mason Street

What hours will the sites be available?

Both sites will be open during normal hours of operation at the sites:

Recycling Transfer Station

Mon-Wed 7:30 am to 4:00 pm
Thu 7:30 am to 6:00 pm
Fri 7:30 am to 4:00 pm
Sat 8:00 am to 2:00 pm

Solid Waste Transfer Station

Mon-Fri 7:30 am to 4:00 pm
Sat 7:30 am to Noon

Do you accept organics for recycling from businesses?

No, Brown County is not accepting organics from businesses at this time.

Who can use this program?

Brown County residents who are collecting organics from their home may participate in our drop-off program. We ask that participants register to help us track how many people are using the Drop-off Sites so that we can make sure we have enough scheduled pick-ups to accommodate everyone's materials. It also allows us to share important updates and information with participants and helps ensure we keep our collected organics - and the resulting compost - free of contamination.

What items are accepted?

- Food scraps and leftovers
- Vegetables and fruit peels, pits, rinds, etc.
- Coffee grounds and filters
- Paper tea bags and tea leaves
- Cooked meat, bones, seafood and shells
- Eggs, cheese, and other dairy products
- Paper towels (not soiled with chemicals or such as cleaning products), tissues and napkins
- Paper egg cartons, toilet paper tubes, paper towel tubes
- Toothpicks and wood popsicle sticks
- Paper take-out containers (remove any metal or plastic pieces like staples, handles, etc.)
- Pizza delivery boxes
- Breads and other grains
- All other foods
- Paper with food residue
- All other dirty paper
- Cotton balls, cotton swabs (made of paper)
- Dryer lint, hair
- Bird feed/seed and animal/pet food – no plastic bags

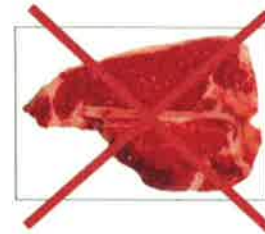


What items are NOT accepted?

- No Plastic of Any Kind:
 - No yogurt tubs
 - No plastic bags
 - No plastic cups
- No granola bar wrappers, chip bags, or plastic /foil candy wrappers
- No metal including cans, twist ties, foil, silverware, staples, etc.
- No Styrofoam
- No milk cartons, juice boxes or any foil lined cartons



- No recyclable papers including newspaper, paper grocery bags, cardboard, magazine, office paper
- No paper with waxy coatings, such as frozen/refrigerated food boxes and wax paper
- No fabric or rags
- No cosmetic products
- No medication
- No dental floss
- No dryer sheets
- No human or animal waste including diapers, baby wipes, bandages, feminine hygiene products, kitty litter, etc.
- No yard waste, branches, garden plants , grass clipping or leaves (take to your local yard waste site)
- No rubber
- No liquids
- No materials that do not compost
- No whole raw meat (trimmings okay)



How do I set up collection in my home?



Try converting your kitchen trash container into an organics bin. Line the bin with a compostable bag and put in compostable items, like food scraps (including meat, dairy and bones) and non-recyclable paper (including soiled paper, wrapping paper, and paper towel tubes). Since your trash volume will be greatly reduced, a small bathroom sized container could now be used for materials that are not compostable, such as plastic food wrappers. You may find it convenient to also have a small pail lined with a 2.5-gallon compostable bag to collect kitchen scraps as you prepare or clean up after meals. Keep a cover on the pail when not in use to reduce odors.

Does everything need to be in a bag?



No, but compostable bags make collecting your organics much cleaner and easier – any size bag is fine. Pizza boxes and egg cartons can be brought in unbagged. Biodegradable Products Institute (BPI) certified compostable bags will be available through the Brown County website at

www.BrownCountyRecycling.org/organics in the near future and from local retailers. Just make sure that it has the BPI logo.

Can paper bags be used?

Yes, but only for dry organics like paper towel tubes, etc. Use compostable bags for food and wet organics.

How long can I store organics in a compostable bag?

Compostable bags are designed to breakdown over time under certain conditions, so it is recommended not to store organics in a compostable bag for more than one week.

Will this smell and attract pests?

Organics will smell the same as your household trash. Remember, it is the same waste you have now, just separated into containers. To minimize odors, remember to include food-soiled paper products or line your container with a paper bag to absorb liquid from food waste, line your container with a compostable plastic bag to contain liquid, empty your container frequently and rinse it out occasionally. Keep full bags in areas that are enclosed and not accessible to pets or wild animals.

How often can I drop off organics from my home?

You can drop off organics as often as you need during site hours. We recommend you drop off at least once per week to minimize the potential for odors and the breakdown of your compostable bags.

How many bags of organics from my home can I bring in?

There is no limit on the number of bags of organics for recycling brought from your home. You may also arrange to bring in bags for your neighbors as well. Please note that organic waste from businesses is not accepted at Brown County Organic Food Waste Drop-Off sites.

How are the organic materials recycled?

The material collected is being taken to an anaerobic digester at the University of Wisconsin Oshkosh. The anaerobic digester system produces lots of valuable compost, but it is also designed to capture all of the methane (biogas) that is generated during the digestion process. The biogas is then be used to power a generator to produce electricity. For more information about UW Oshkosh's digester please visit their website: <http://www.uwosh.edu/biodigester>

What are the benefits of recycling organics?

The benefits include keeping waste out of landfills, potentially saving money on your trash bill, and turning a waste into a resource. The organic materials we discard are rich in nutrients that are too good to waste. Diverting organics to a compost system and turning the material back into soil as nature intended is one goal of our program. We are also using organics to generate renewable energy since we are using an anaerobic digestion system as part of the process.

Can I put yard waste in with my organics?

No, yard waste must be managed such as leaves, grass, garden plants, and brush (trees and shrubs) in the appropriate pile at a local Yard Waste site. Soft plant materials are accepted at all sites.

Why can't I put my organics out on the curb for recycling?

Since there are no communities in Brown County providing curbside collection of food waste and organics, it must be dropped off at one of Brown County's Food Waste & Organics Drop-Off sites.

Compostable Bags:


-  **Biodegradable Products Institute (BPI) certified compostable bags are required.**

They make collecting your

organics much cleaner and easier – any size bag is fine.

Pizza boxes and egg cartons are the only items we can take unbagged.




-  **BPI-certified compostable bags are available through the Brown County website, local grocery and hardware stores. Make sure they have the BPI certification.**


BrownCountyRecycling.org/organics




Look for this logo on any compostable bags or products you buy!





-  **Close your bags of organics** using natural string or twine, masking tape, or tie the bag itself shut.



-  **Compostable bags last about a week.** They've come a LONG way in terms of durability, but we don't recommend letting wet materials sit in your bags for over a week.

-  **If your compostable bag breaks at the Drop-off Site,** please use the shovel to clean up any spilled items and keep the Drop-off Site clean for other users.

How it Works:

-  Separate and collect organics at home (check the Accepted/No list in this guide)
-  Drop off organics in a sealed or tied BPI-certified compostable bag
-  Organics are hauled to a permitted anaerobic digester
-  Organics are processed into clean finished compost!

Drop-Off Sites

Recycling Transfer Station

2561 S. Broadway

Mon-Wed 7:30 am - 4:00 pm

Thu 7:30 am - 6:00 pm

Fri 7:30 am - 4:00 pm

Sat 8:00 am - 2:00 pm

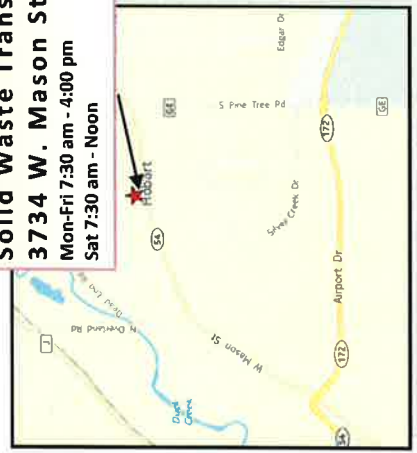


Solid Waste Transfer Station

3734 W. Mason Street

Mon-Fri 7:30 am - 4:00 pm

Sat 7:30 am - Noon



Food Waste & Organics Drop-off Program User Guide

Brown County Port & Resource Recovery Dept.
2561 S. Broadway
(920) 492-4950

www.BrownCountyRecycling.org/organics



What's Accepted:

- Food scraps and leftovers
- Vegetables and fruit peels, pits, rinds, etc.
- Coffee grounds and filters
- Paper tea bags and tea leaves
- Cooked meat, bones, seafood and shells
- Eggs, cheese, and other dairy products
- Paper towels (not soiled with chemicals or such as cleaning products), tissues and napkins
- Paper egg cartons, toilet paper tubes, paper towel tubes
- Toothpicks and wood popsicle sticks
- Paper take-out containers (remove any metal or plastic pieces like staples, handles, etc.)
- Pizza delivery boxes
- Breads and other grains
- All other foods
- Paper with food residue
- All other dirty paper
- Cotton balls, cotton swabs (made of paper)
- Dryer lint, hair
- Bird feed/seed and animal/pet food – **no plastic bags**



*Please drop off organics in a sealed
BPI-certified compostable bag (look
for the logo below!)*



Keep our program free of contamination!

Please check your BPI-certified compostable bags before dropping off organics to make sure they are free of any items from the "NO" list! When in doubt, email BC_Resource_Recovery@co.brown.wi.us or call 920-492-4950 to check if an item can be brought to one of the Drop-off Sites.

What's Not:

- **No Plastic of any kind:**
 - No yogurt tubs
 - No plastic bags
 - No plastic cups
- No granola bar wrappers, chip bags, or plastic /foil candy wrappers
- No metal including cans, twist ties, foil, silverware, staples, etc.
- No Styrofoam
- No milk cartons, juice boxes or any foil-lined cartons
- No recyclable papers including newspaper, paper grocery bags, cardboard, magazine, office paper
- No paper with waxy coatings, such as frozen/refrigerated food boxes and wax paper
- No fabric or rags
- No cosmetic products
- No medication
- No dental floss
- No dryer sheets
- No human or animal waste including diapers, baby wipes, bandages, feminine hygiene products, kitty litter, etc.
- No yard waste, branches, garden plants, grass clipping or leaves (take to your local yard waste site)
- No whole raw meat (trimmings are okay)





Setting up your home food waste & organics recycling



Brown County Food Waste & Organics Drop-off Program - www.BrownCountyRecycling.org/organics

Home set-up considerations

- **Size of bin:**
 - Smaller bins, emptied less frequently work well for smaller families and minimize odors.
 - Medium or large bins work well for larger families but need to be emptied weekly.

- **Type of bin:**

- Opt for durable bins that are visually pleasing enough to be out and easily accessible.
- Small or medium hands-free step cans and garbage bins are low cost and easy to find at local retailers. Bins can also be purchased through the Brown County website.



Home set-up considerations

- **BPI-certified compostable bag liners:**
 - Organics recycling containers do need a liner.
 - Look for certification label at right to ensure bag is compostable.
- **Frequency of disposal:**
 - Backyard compost bins can be emptied as needed.
 - Organics recycling containers should be emptied every week.
- **Transporting organics to the Drop-off Site:**
 - Watertight storage totes or reusable bags minimize spills and waste.



Food waste & organics recycling home set-up



Large organics bin lined with a BPI-certified compostable bag. Emptied frequently.

Smaller trash bin, emptied as-needed.

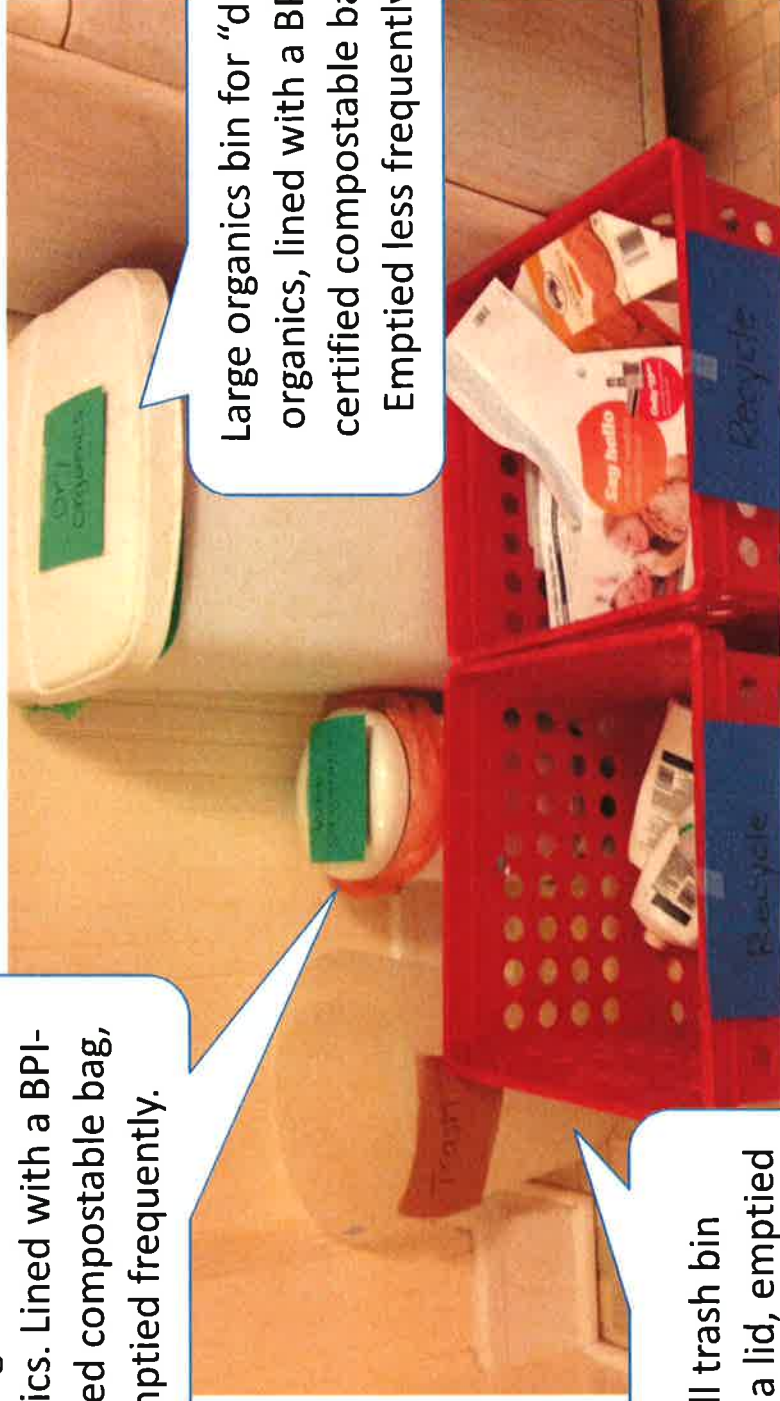
Brown County Food Waste & Organics Drop-off Program - www.BrownCountyRecycling.org/organics

Food waste & organics recycling home set-up

Small organics bin for “wet” organics. Lined with a BPI-certified compostable bag, emptied frequently.

Large organics bin for “dry” organics, lined with a BPI-certified compostable bag. Emptied less frequently.

Small trash bin without a lid, emptied as needed.



Backyard composting & food waste recycling home set-up

Small unlined countertop bin for backyard organics, emptied frequently.



Trash bin without a lid, emptied monthly.



Small organics bin lined with BPI-certified compostable bag. Emptied frequently.

More helpful hints

Transfer organics from a small indoor bin to a larger outdoor bin lined with a BPI-certified compostable bag to save indoor space and minimize smells.



Keep meat, dairy, bones, and other very wet materials in a tub in your fridge or freezer. Empty the tub into your other organics just before heading to the Drop-off Site.

Purchase compostable bags and bins at the Brown County Food Waste & Organics website www.BrownCountyRecycling.org/organics



Food Waste & Organics Drop-Off Program Signage



Food Waste & Organics Drop-off



DROP-OFF HOURS

Mon-Wed 7:30 am to 4:00 pm

Thu 7:30 am to 6:00 pm

Fri 7:30 am to 4:00 pm

Sat 8:00 am to 2:00 pm



Only BPI-Certified Compostable Bags Are Accepted!
Bags and other compostable products are available
through our website.



www.BrownCountyRecycling.org/organics

or call (920) 492-4950



- ☑ **Food Waste & Organics Only!**
- ☑ **Place All Material Inside Bin!**
- ✗ **No Unattended Drop-Offs!**
- ✗ **No Garbage!**



Site Under Surveillance



Brown County Food Waste & Organics Drop-off Program

Acceptable Material

Includes compostable food and paper waste:

Food scraps and leftovers		Paper take-out containers (remove any metal or plastic pieces like staples, handles, etc.)	
Vegetables and fruit peels, pits, rinds, etc.		Pizza delivery boxes	
Coffee grounds and filters		Breads and other grains	
Paper tea bags and tea leaves		All other foods	
Cooked meat, bones, seafood and shells		Used paper plates, paper cups, paper with food residue	
Eggs, cheese, and other dairy products		All other dirty paper	
Paper towels (not soiled with chemicals such as cleaning products), tissues and napkins		Cotton balls, cotton swabs (made of paper)	
Paper egg cartons, toilet paper tubes, paper towel tubes		Dryer lint, hair	

Only BPI-Certified Compostable Bags Are Accepted!

Bags and other compostable products are available through our website.



For more information visit:
www.BrownCountyRecycling.org/organics



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Brown County Food Waste & Organics Drop-off Program

Not Accepted!

Items that cannot be composted:

No Plastic of Any Kind		No cosmetic products	
No yogurt tubs		No medication	
No plastic bags		No dental floss	
No plastic cups		No dryer sheets	
No Styrofoam		No human or animal waste including diapers, baby wipes, bandages, feminine hygiene products, kitty litter, etc.	
No granola bar wrappers, chip bags, or plastic /foil candy wrappers		No yard waste, branches, garden plants, grass clipping or leaves (take to your local yard waste site)	
No metal including cans, twist ties, foil, silverware, staples, etc.		No rubber	
No milk cartons, juice boxes or any foil lined cartons		No liquids	

Only BPI-Certified Compostable Bags Are Accepted!

Bags and other compostable products are available through our website.



For more information visit:
www.BrownCountyRecycling.org/organics



Port and Resource Recovery Department

Director's Report

October 27, 2014

Recycling Compactor and Building Expansion – Plans are being finalized for installing the recycling compactor and expanding the recycling transfer station. Meeting is being scheduled with the Village of Ashwaubenon's Site Plan Review Committee. Upon Village approval the project will be bid out and return to this committee for award.

Cat Island Project – Lineville Road reconstruction was bid out by U.S. Army Corps of Engineers and awarded. Contractor will begin and complete reconstruction in November completing the last construction work item.

Renard Island - Foth has completed the Renard Island End-Use Infrastructure Development Matrix that will be used by staff to aid prospective users (leasees) in understanding the best types of structures to consider when evaluating potential recreational opportunities.

Environmental Dredging in the Port Area - The Fox River Clean-up project has entered the Port area and coordination and cooperation between all parties will be critical to the success of the project and uninterrupted operations of the Port between now and 2017. Staff has met with the project and separately with the DNR. Staff has partnered with the Green Bay Chamber of Commerce to educate all property owners of their rights. An information meeting with presentations or a panel discussion will be held in November at the Neville Museum.

November 6, 2014

AN ORDINANCE AMENDING SCHEDULE A
OF THE BROWN COUNTY CODE
ENTITLED "SPEED LIMITS"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 340.0003, Schedule A of the Brown County Code is hereby amended as follows:

County Trunk Highway "FF", Village of Howard

Thirty-five miles per hour from its intersection with State Trunk Highway 29/32
northerly to its intersection with County Trunk Highway C.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

Approved by:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Public Works - Highway Division

Final Draft Approved by Corporation Counsel

Fiscal Impact: This ordinance has no fiscal impact; and therefore does not require an appropriation from the General Fund.



BROWN COUNTY PUBLIC WORKS DEPARTMENT

Management Discussion and Analysis of Operations

Period Ended 9/30/2014

Summary of the Operations for Public Works

The Public Works Department is performing better than anticipated with positive variances in most areas.

HIGHWAY

General: The Highway Division is showing a net positive year-to-date variance of \$524,172 between the 660 & 240 Funds.

660 - Highway Operational Fund:

As of month-end September 2014, the Operational Fund is showing a positive year-to-date variance of \$216,458.

As of month-end September 2014, "Intergovernmental Revenues" has a positive year-to-date variance of \$624,936. This positive variance has been decreasing over the past several months due to decreasing state & municipal maintenance related expenses, which has a positive year-to-date variance due to the heavy winter season.

"Miscellaneous Revenue" has a negative year-to-date variance of \$6,998,356 and is off-set by related expenses of \$6,563,057. The primary reason for Miscellaneous Revenue being down is due to our Capital Projects, whereby activity is still lower than anticipated. Pushing the construction of Project GV-10 to 2015 is also adding to this variance.

240 - County Maintenance & Bridge Aid Fund:

As of month-end September, the County Maintenance and Bridge Aid Fund has a positive year-to-date variance of \$307,714. This is primarily attributed to Bridge Aid expenses being less than anticipated as the amount is evenly budgeted throughout the year and only a small amount of expenses were incurred thru September. County Trunk Highway Maintenance expenses have a year-to-date positive variance of \$105,617 primarily from the summer maintenance activities being lower than anticipated.

400s - Capital Projects:

For the Highway's Capital Project Funds, we are anticipating a fund increase of \$372,872.97, which is primarily attributable to the savings from the projects completed in 2013. Public Works intends to apply \$250K of the savings to future projects to lessen future levy and bonding requirements. \$81,890 of savings is earmarked in the 2015 budget to transfer out to Debt Service to assist in bond payments lowering their levy required to do so.

Attached are the September 2014 Budget-to-Actual comparisons for the Highway Division of Public Works. Also, please find the Financial Summary for Road Maintenance through September 30, 2014.

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**BROWN COUNTY PUBLIC WORKS DEPARTMENT
HIGHWAY FINANCIAL SUMMARY
Month Ending September 30, 2014**

660 Highway Operating Fund

	Sep 2014 Budget	Sep 2014 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	280,886.85	150,262	(130,625)	2,651,475	3,276,411	624,936	3,535,300	3,276,411	93%
Public Charges	3,099	3,813	715	29,250	66,005	36,755	39,000	66,005	169%
Miscellaneous Revenue	2,808,927	1,582,848	(1,226,079)	18,413,245	11,414,889	(6,998,356)	22,299,336	11,414,889	51%
Other Financing Sources-Trans	-	-	-	-	-	-	-	-	#DIV/0!
Total Revenues	3,092,912	1,736,924	(1,355,988)	21,093,970	14,757,305	(6,336,665)	25,873,636	14,757,305	57%
Personnel Cost	595,582	542,680	(52,902)	5,360,237	5,372,450	12,214	7,146,982	5,372,450	75%
Operating Expenses	2,284,661	1,069,582	(1,215,079)	15,043,131	8,480,073	(6,563,057)	18,137,329	8,480,073	47%
Interdepartmental Charges	33,588	31,331	(2,257)	302,289	300,009	(2,280)	403,052	300,009	74%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenses	2,913,831	1,643,594	(1,270,238)	20,705,656	14,152,533	(6,553,123)	25,687,363	14,152,533	55%
Property Taxes	-	-	-	-	-	-	-	-	0%
Increase (Use) of Fund Balance	179,081	93,330	(85,751)	388,314	604,772	216,458	186,273	604,772	

240 County Maint & Bridge Aid Fund

	Sep 2014 Budget	Sep 2014 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	-	-	-	3,049,709	3,197,698	147,989	4,187,811	3,197,698	76%
Property Taxes	15,000	15,000	-	135,000	135,000	-	180,000	135,000	75%
Total Revenues	15,000	15,000	-	3,184,709	3,332,698	147,989	4,367,811	3,332,698	76%
CTH Maintenance	247,673	104,792	(142,881)	2,888,058	2,782,441	(105,617)	3,985,800	2,782,441	70%
Bridge Aid & Hwy Construction	31,637	3,960	(27,677)	284,735	230,627	(54,108)	379,646	230,627	61%
Transfer Out	-	-	-	-	-	-	-	-	#DIV/0!
Total Expenses	279,310	108,752	(170,558)	3,172,793	3,013,068	(159,725)	4,365,446	3,013,068	69%
Increase (Use) of Fund Balance	(264,310)	(93,752)	170,558	11,916	319,630	307,714	2,365	319,630	

GTA Accrued
other GTA Areas \$ 150,000
YTD Var 457,714

400s--Capital Projects

Est CAP PROJ FUND BALANCE 9/30/14	7,678,156.09
Add Interest Income	9,092.83
Less Projects est costs yet	(7,368,397.37)
Less Payments To Debt Service	63,069.25
Estimated Fund Increase	372,827.97

Main Contributors (Est Fund Increase)

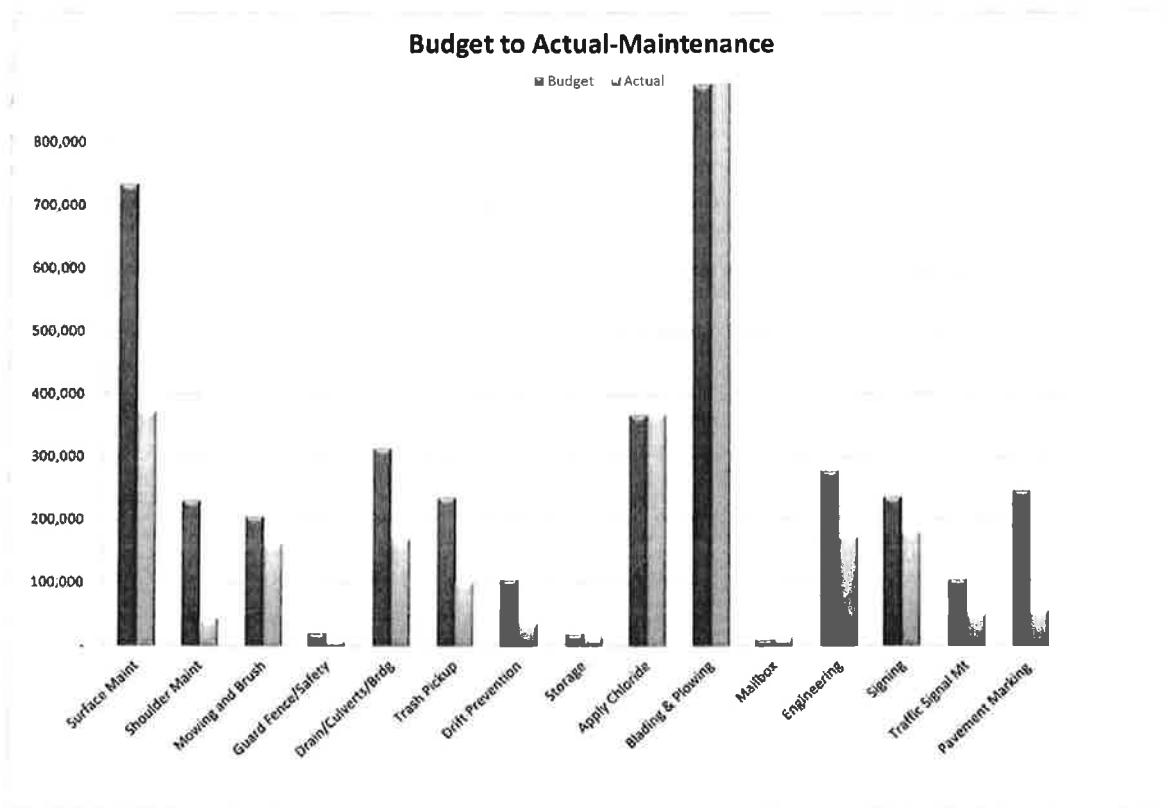
	Bond	Bond
AAA-16	16,913.78	
EA-8	81,890.75	
EB-28	20,113.05	
N-15	156,845.14	
P-20	56,262.07	
Total	332,025	89%

Notes:

Save For Future AAA Project
Txf Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
Save for future project or possible txf out for interest payments
Save for Future N Project (projected 2015 STP project)
Save for future project or possible txf out for interest payments

**BROWN COUNTY PUBLIC WORKS
ROAD MAINTENANCE BUDGET TO ACTUAL-FUND 240
AS OF 9/30/14**

	Budget	Actual	Remaining	Percentage Used
Surface Maint	735,000	373,830	361,170	50.86%
Shoulder Maint	231,000	44,326	186,674	19.19%
Mowing and Brush	205,800	162,676	43,124	79.05%
Guard Fence/Safety	21,000	9,444	11,556	44.97%
Drain/Culverts/Brdg	315,000	169,665	145,335	53.86%
Trash Pickup	236,250	101,489	134,761	42.96%
Drift Prevention	105,500	37,345	68,155	35.40%
Storage	20,000	15,666	4,334	78.33%
Apply Chloride	367,500	369,527	(2,027)	100.55%
Blading & Plowing	892,500	1,024,102	(131,602)	114.75%
Mailbox	10,000	14,311	(4,311)	143.11%
Engineering	278,250	173,010	105,240	62.18%
Signing	236,250	180,674	55,576	76.48%
Traffic Signal Mt	105,000	50,534	54,466	48.13%
Pavement Marking	246,750	55,843	190,907	22.63%
Total	4,005,800	2,782,441	1,223,359	69.48%



FACILITIES

As of month-end September 30, we are showing a year to date (YTD) positive variance of \$66,895. Revenues are on target with budget and expenses are 2% lower than budgeted.

The main contributors to the lower-than-budgeted expenses are the personnel costs and operating expenses. The most notable variances are in Employee Clothing Allowance, Supplies, Vehicle/Equipment (Gas, oil, ETC), Electricity, Contracted Services, and Telephone expenses. We will see some savings in the Telephone expense category, due to modifying the current plan with the vendor, but the other expenses cannot be looked at on an evenly spread budget; so at this time we anticipate these expense variances from budget to even out as the year continues on.

Attached are the Budget-to-Actual comparisons through September 30, 2014 for the Facilities Division of Public Works.

STAFFING SUMMARY:

HIGHWAY DIVISION			FACILITIES DIVISION		
	Budgeted FTE's	Actual #FTE's		Budgeted FTE's	Actual #FTE's
Mgmt / Office	10.45	10.45	Mgmt / Office	6.55	6.55
Electrician	1	1	Fac Mechanic / Workers	18	18
Engineering	6	6	Housekeeping	18	18
Mechanical	11	11	Electrician	1	1
Laborers	64	64	Summer Help	0.46	0
Parks	1	0			
Summer Help	4	0			
TOTAL	97.45	92.45	TOTAL	44.01	43.55

**BROWN COUNTY PUBLIC WORKS DEPARTMENT
FACILITIES FINANCIAL SUMMARY-FUND 100
Month Ending September 30, 2014**

	Sep 2014 Budget	Sep 2014 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	1,250	1,250	-	11,250	11,250	-	15,000	11,250	75%
Public Charges	506	163	(343)	4,558	839	(3,719)	6,077	839	14%
Miscellaneous Revenue	158,953	126,294	(32,659)	1,430,579	1,437,260	6,681	1,907,438	1,437,260	75%
Other Financing Sources-Trans	25,964	-	(25,964)	25,964	25,964	-	25,964	25,964	0%
Total Revenues	186,673	127,707	(58,966)	1,472,351	1,475,313	2,962	1,954,479	1,475,313	75%
Personnel Cost	214,227	200,559	(13,668)	1,928,039	1,946,964	18,925	2,570,718	1,946,964	76%
Operating Expenses	136,176	31,136	(105,040)	1,225,581	1,143,440	(82,141)	1,634,108	1,143,440	70%
Interdepartmental Charges	8,302	1,395	(6,907)	74,720	74,003	(717)	99,626	74,003	74%
Outlay	-	-	-	-	-	-	45,000	-	0%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenditures	358,705	233,090	(125,615)	3,228,340	3,164,406	(63,934)	4,349,452	3,164,406	73%
Property Taxes	199,581	199,581	0	1,796,230	1,796,230	(0)	2,394,973	1,796,230	75%
Increase (Use) of Fund Balance	27,549	94,198	66,649	40,241	107,136	66,895	-	107,136	

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**BROWN COUNTY
PUBLIC WORKS DEPARTMENT
Director's Report**

The 3rd quarter was very productive. The first half of 2014 was impacted by a long severe winter and further weather delays. Also, PWD needed to replace two superintendents that caused some delays in productivity. Road projects, as of the end of October 2014 are on schedule.

PROJECT UPDATES.

- Major road work defined as resurfacing and reconstruction during the 3rd quarter included CTH's PP, XX, C, P, and VK. All these projects will be opened to the traveling public by October 29, 2014. Delays were experienced on Hoffman Road (a portion of CTH XX), due to subcontracted sewer work.
- CTH ZZ required emergency repair for an embankment slide in several locations along the Fox River. This resulted from the severe winter and rainy 2014 spring. This work was completed in the third quarter and was funded with federal disaster funds for a portion of the damage with the County funding the balance of approximately \$272,500. This project was not budgeted for 2014.
- CTH EE bridge replacement project began September 15, 2014, and will be completed by the first week of November 2014.

TWELVE-HOUR DAYS.

Highway Division. Report attached indicates employees that have worked 12 hours or more in a single shift for the month of September 2014. The majority of the hours noted on the report are due to construction projects.

Facility Management Division. There was one (1) employees that worked 12+ hour shifts (see attached) for the month of September 2014.

Public Works - Highway Division
12-Hour Work Days
9/1 - 9/30/14

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
9/2/2014	Gussert, Tim	PP-15	12.5
9/2/2014	Ignatowski, Paul	XX-14	12
9/2/2014	Maus, Todd	Signing & accident	12.5
9/2/2014	Messerschmidt, Bill	PP-15	12
9/2/2014	Scray, Norb	State litter & emergency repair	12
9/2/2014	Sell, Andy	Signing & accident	12.5
9/2/2014	Zelten, Brian	PP-15	12
9/3/2014	Allen, Chris	XX-14	12.25
9/3/2014	Baugnet, Jason	XX-14	12
9/3/2014	Cisler, Mike	XX-13 & XX-14	13.5
9/3/2014	Dantoin, Steve	Engineering	12
9/3/2014	Flegel, Joe	XX-13 & XX-14	13.5
9/3/2014	Gussert, Tim	PP-15	13
9/3/2014	Ignatowski, Paul	XX-15 & PP-15	12.25
9/3/2014	Kollross, Cory	XX-13 & XX-14	13.5
9/3/2014	Liebergen, Dale	PP-15	12.75
9/3/2014	Loritz, Nancy	XX-14 & PP-15	12.25
9/3/2014	Smits, Mike	XX-13	12
9/3/2014	Sticka, John	XX-14 & XX-15	12.5
9/4/2014	Allen, Chris	XX-14 & State emergency drainage	14.5
9/4/2014	Bastian, Dan	Asphalt plant operator (paving operations)	12.5
9/4/2014	Baugnet, Jason	XX-14	12
9/4/2014	Charles, Brad	XX-13	12.25
9/4/2014	LeGrave, Steve	Asphalt plant loader (paving operations)	12.5
9/4/2014	Mangin, Justin	XX-13	12.25
9/4/2014	Sticka, John	XX-13	12.5
9/4/2014	Sweemer Steve	Shop	12.5
9/4/2014	VandeHey, Tom	XX-13 & XX-15	12
9/5/2014	Cisler, Mike	XX-14 & C-19, Village of Suamico	13.5
9/5/2014	Raisleger, Dale	Engineering	12.25
9/8/2014	Baugnet, Jason	XX-14	12.5
9/8/2014	Dantoin, Steve	Engineering	12.75
9/8/2014	Drewiske, Jerry	XX-14	12
9/8/2014	Gussert, Tim	PP-15	12.5
9/8/2014	Ignatowski, Paul	XX-14	12.25
9/8/2014	Johnson, Jason	PP-15	12
9/8/2014	Kielpikowski, Dennis	XX-14	12
9/8/2014	Klish, John	XX-13	12.5
9/8/2014	Kollross, Cory	XX-13	13.25
9/8/2014	Liebergen, Dale	PP-15	12
9/8/2014	Little, Bob	PP-15	12.5
9/8/2014	Messerschmidt, Bill	PP-15	12
9/8/2014	Nilson, Matt	PP-15	12.25
9/8/2014	Reedy, Jason	NN-18 & XX-14	12.75
9/8/2014	Sausen, Jim	XX-14	12.75
9/8/2014	Sperberg, Mark	XX-14	12
9/8/2014	Sticka, John	XX-14 & XX-15	12.25
9/8/2014	Umentum, Matt	PP-15	12
9/8/2014	VandenEisen, Joe	XX-14	12.25
9/8/2014	Zelten, Brian	PP-15	12

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12-Hour Shifts - 9/1/14 - 9/30/14

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9/9/2014	Cisler, Mike	XX-14 & PP-15	12
9/9/2014	Drewiske, Jerry	XX-14	12
9/9/2014	Flegel, Joe	XX-14	12
9/9/2014	Gussert, Tim	PP-15	12.5
9/9/2014	Johnson, Jason	PP-15	12
9/9/2014	Kane, Kurt	XX-14	12
9/9/2014	Liebergen, Dale	PP-15	12
9/9/2014	Little, Bob	PP-15	12.25
9/9/2014	Nilson, Matt	PP-15	12.25
9/9/2014	Reedy, Jason	XX-14 & trucking	12.25
9/9/2014	Sticka, John	XX-13, XX-14, & XX-15	12.5
9/9/2014	Umentum, Matt	PP-15	12
9/11/2014	Cisler, Mike	XX-14 & C-19	13.5
9/11/2014	Flegel, Joe	XX-14 & C-19	13.5
9/11/2014	Gussert, Tim	PP-15	12.5
9/11/2014	Little, Bob	XX-14 & C-19	13
9/11/2014	VandenElsen, Joe	PP-15	12.25
9/12/2014	Fontaine, Gary	Signing & closure	12.25
9/12/2014	VandenBush, Ken	Electrician	12.5
9/15/2014	Charles, Brad	NN-18	12.75
9/15/2014	Dantoin, Steve	Engineering	12.75
9/15/2014	Gussert, Tim	PP-15	13
9/15/2014	Ignatowski, Paul	XX-14	12.5
9/15/2014	Liebergen, Dale	PP-15	13
9/15/2014	Loritz, Nancy	XX-14	12.5
9/15/2014	Mangin, Justin	NN-18	12
9/15/2014	Messerschmidt, Bill	PP-15	12
9/15/2014	Schraufnagel, Dan	XX-14 & County sweeping	12.25
9/15/2014	Sticka, John	NN-18 & shop	12.5
9/15/2014	Umentum, Matt	PP-15	12
9/15/2014	VandenElsen, Joe	XX-14	12.25
9/16/2014	Dantoin, Steve	Engineering	13.5
9/16/2014	Gussert, Tim	C-19	12
9/16/2014	Kielpikowski, Dennis	XX-14	12
9/16/2014	Kollross, Cory	VK-6	12.5
9/16/2014	Little, Bob	XX-14 & VK-6	12.75
9/16/2014	Sticka, John	XX-13 & XX-14	12
9/16/2014	Umentum, Matt	VK-6	12.5
9/16/2014	VandenElzen, Ken	XX-14 & VK-6	13
9/17/2014	Allen, Chris	State, county, PP & C sweeping	13.5
9/17/2014	Burkel, Jim	Signing	12.75
9/17/2014	Charles, Brad	XX-13 & yard	12.25
9/17/2014	Gussert, Tim	C-19	14
9/17/2014	Ignatowski, Paul	C-19	13.75
9/17/2014	Johnson, Jason	C-19	14
9/17/2014	Kielpikowski, Dennis	XX-13 & C-19	14
9/17/2014	Liebergen, Dale	C-19 & XX-14	14.25
9/17/2014	Little, Bob	C-19	13.5
9/17/2014	Loritz, Nancy	C-19 & yard	13.75
9/17/2014	Messerschmidt, Bill	C-19	14
9/17/2014	Schraufnagel, Dan	XX-14	12.25
9/17/2014	Sell, Andy	Signing	13

12-Hour Shifts - 9/1/14 - 9/30/14

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9/17/2014	Sperberg, Mark	C-19	13.75
9/17/2014	Sticka, John	XX-13 & yard	12.5
9/17/2014	VandenElsen, Joe	XX-14 & C-19	14.25
9/18/2014	Baugnet, Jason	XX-13 & C-19	12.5
9/18/2014	Brittnacher, John	State litter & C-19	13.25
9/18/2014	Cisler, Mike	XX-14 & C-19	15
9/18/2014	Dixon, Darrell	C-19	12.25
9/18/2014	Flegel, Joe	XX-14 & C-19	15
9/18/2014	Gussert, Tim	C-19	13
9/18/2014	Johnson, Jason	C-19	13.5
9/18/2014	Kielpikowski, Dennis	C-19 & XX-14	12
9/18/2014	Liebergen, Dale	C-19 & XX-14	14.5
9/18/2014	Loritz, Nancy	C-19 & XX-14	12.5
9/18/2014	Messerschmidt, Bill	C-19	12.5
9/18/2014	Schraufnagel, Dan	XX-14 & C-19	15.25
9/18/2014	VandenElzen, Ken	C-19	13
9/19/2014	Allen, Chris	Trucking, XX-14, VK-6	13.75
9/19/2014	Sequin, Scott	XX-14 & VK-6	13
9/22/2014	Bastian, Dan	Asphalt plant operator (paving operations)	12
9/22/2014	Beihoff, Chad	Engineering	12.75
9/22/2014	Dantoin, Steve	Engineering	13.25
9/22/2014	Dixon, Darrell	C-19	13.25
9/22/2014	Gussert, Tim	C-19	13
9/22/2014	Ignatowski, Paul	C-19	12.75
9/22/2014	Johnson, Jason	C-19	13
9/22/2014	Kielpikowski, Dennis	C-19	13
9/22/2014	Liebergen, Dale	State repair	12
9/22/2014	Little, Bob	State repair	12.5
9/22/2014	Sausen, Jim	XX-14 & C-19	13.25
9/22/2014	Smits, Mike	C-19 & county drainage	13.25
9/22/2014	Sperberg, Mark	C-19	12
9/22/2014	Taicher, Kevin	State repair	12
9/22/2014	Umentum, Matt	C-19	13
9/22/2014	VandenElsen, Joe	C-19	13
9/22/2014	Zelten, Brian	C-19	13.75
9/23/2014	Corrigan, Chad	C-19	12.5
9/23/2014	Dantoin, Steve	Engineering	12
9/23/2014	Gussert, Tim	C-19	13.25
9/23/2014	Ignatowski, Paul	ZZ-14, C-19 & state repair	12.75
9/23/2014	Johnson, Jason	C-19	12.75
9/23/2014	Liebergen, Dale	C-19, state repair	12.75
9/23/2014	Loritz, Nancy	XX-14, C-19 & asphalt repair	13
9/23/2014	Messerschmidt, Bill	C-19	12.75
9/23/2014	Sausen, Jim	XX-15, C-19 & county drainage	13.75
9/23/2014	Sequin, Scott	XX-14 & C-19	13
9/23/2014	Smits, Mike	XX-15, C-19 & county drainage	13.75
9/23/2014	Sperberg, Mark	C-19	12.5
9/23/2014	Sticka, John	C-19, state repair, county drainage & Holland	14
9/23/2014	Taicher, Kevin	C-19 & state repair	12
9/23/2014	Thibodeau, Larry	C-19	13
9/23/2014	Umentum, Matt	C-19	12.5
9/23/2014	VandenElsen, Joe	PP-15 & C-19	13.25

12-Hour Shifts - 9/1/14 - 9/30/14

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9/23/2014	VandenElzen, Ken	C-19	13
9/24/2014	Allen, Chris	Trucking	12.5
9/24/2014	Baugnet, Jason	County surface	12.5
9/24/2014	Burkel, Jim	Signing	12.75
9/24/2014	Corrigan, Chad	County surface	12.5
9/24/2014	Flegel, Joe	T-26 & P-21	12.5
9/24/2014	Gussert, Tim	C-19	13
9/24/2014	Ignatowski, Paul	P-21	13
9/24/2014	Kielpikowski, Dennis	T-26, P-21 & state repair	12
9/24/2014	Klish, John	C-19	12
9/24/2014	Liebergen, Dale	P-21	13
9/24/2014	Little, Bob	P-21	12.5
9/24/2014	Loritz, Nancy	P-21	13.25
9/24/2014	Reedy, Jason	P-21 & trucking	13
9/24/2014	Sausen, Jim	T-26 & P-21	13
9/24/2014	Sequin, Scott	P-21	12.75
9/24/2014	Smits, Mike	C-19	12.25
9/24/2014	Sperberg, Mark	P-21	12.75
9/24/2014	Sweemer Steve	Shop	12.25
9/24/2014	Taicher, Kevin	P-21	12.5
9/24/2014	Thibodeau, Larry	C-19	12
9/24/2014	VanDeHei, Jamie	Trucking	12
9/24/2014	VandenElsen, Joe	P-21	13.5
9/24/2014	VandenElzen, Ken	P-21	12.5
9/24/2014	Zelten, Brian	P-21	13.25
9/25/2014	Allen, Chris	Trucking	14.25
9/25/2014	Dixon, Darrell	P-21	12
9/25/2014	Flegel, Joe	P-21	13
9/25/2014	Gussert, Tim	C-19	14.5
9/25/2014	Ignatowski, Paul	P-21 & C-19	13.5
9/25/2014	Johnson, Jason	C-19	13.75
9/25/2014	Kane, Kurt	P-21	13
9/25/2014	Karbon, Dan	C-19	12.5
9/25/2014	Kollross, Cory	XX-14 & P-21	12
9/25/2014	LeGrave, Steve	C-19	12.25
9/25/2014	Liebergen, Dale	P-21 & C-19	14
9/25/2014	Little, Bob	XX-14 & C-19	14
9/25/2014	Loritz, Nancy	P-21 & C-19	12.5
9/25/2014	Maus, Todd	Signing	14.25
9/25/2014	Sausen, Jim	XX-14 & C-19	12.25
9/25/2014	Schraufnagel, Dan	XX15, P-21, C-19, state & county sweeping	12.25
9/25/2014	Sequin, Scott	P-21	13
9/25/2014	Sperberg, Mark	P-21 & C-19	12.25
9/25/2014	Sticka, John	C-19, P-21, state repair & county surface	14.5
9/25/2014	VanDeHei, Jamie	Trucking	13.25
9/25/2014	VandenElsen, Joe	P-21, C-19 & XX-14	14
9/25/2014	VandenElzen, Ken	P-21	12.5
9/25/2014	Zelten, Brian	C-19	14.5
9/26/2014	Allen, Chris	Trucking	13.5
9/26/2014	Cisler, Mike	P-21 & C-19	12.25
9/26/2014	Gussert, Tim	C-19	12
9/26/2014	Mangin, Justin	C-19 & county surface	13

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9/26/2014	Sequin, Scott	XX-14 & P-21	12.25
9/26/2014	Zuleger, Kevin	Shop	12.25
9/29/2014	Allen, Chris	Trucking	13.75
9/29/2014	Gussert, Tim	C-19	13
9/29/2014	Ignatowski, Paul	C-19, trucking, & Pittsfield	12.25
9/29/2014	Liebergen, Dale	C-19	12
9/29/2014	Sausen, Jim	C-19	12
9/29/2014	Sticka, John	C-19, trucking, & Pittsfield	13
9/29/2014	Taicher, Kevin	C-19	12
9/29/2014	VanDeHei, Jamie	Trucking	13
9/29/2014	VandenElsen, Joe	C-19 & trucking	12
9/30/2014	Allen, Chris	Trucking	13.75
9/30/2014	Cisler, Mike	P-21	13
9/30/2014	Corrigan, Chad	P-21	12
9/30/2014	Drewiske, Jerry	C-19	12.25
9/30/2014	Flegel, Joe	P-21	13
9/30/2014	Gussert, Tim	C-19	13
9/30/2014	Ignatowski, Paul	C-19 & trucking	12.75
9/30/2014	Klish, John	P-21	12
9/30/2014	Kollross, Cory	VK-6 & P-21	12.75
9/30/2014	Liebergen, Dale	C-19	13
9/30/2014	Little, Bob	C-19	12
9/30/2014	Reedy, Jason	P-21	12
9/30/2014	Sausen, Jim	C-19	12.25
9/30/2014	Sequin, Scott	P-21	13
9/30/2014	Sticka, John	C-19, P-21, & trucking	13.5
9/30/2014	Thibodeau, Larry	C-19	12
9/30/2014	VanDeHei, Jamie	Trucking	13.25
9/30/2014	VandenElsen, Joe	C-19, P-21, & trucking	13.5

**PUBLIC WORKS
FACILITY MANAGEMENT DIVISION
12-HOUR WORK DAYS
9/1/14 thru 9/30/14**

DATE	EMPLOYEE	OPERATION PERFORMED	# HOURS WORKED
9/2/14	John Price	Housekeeping; short-staffed	12.0